



**Air Force Reserve Order Writing System  
(AROWS-R)  
User Guide**

## **Table of Contents**

**AROWS-R Points of Contact**

**Classroom Rules of Engagement**

**Course Overview**

**System Description**

**Roles and Responsibilities**

OWA Structure

Process Flow

**Utilities and Member Maintenance**

**Login**

**Forgot Password- Member**

**Forgot Password- Non-member**

**Additional AROWS-R Features**

Home- Broadcast Screen

Drop-Down Menu

Switch Profile

Change Password

My Account

**Orders Tracking**

**User Maintenance**

Add a User

Maintain a User Inbox

View a User

User Reset

**Member Maintenance**

Add a Military Member

Add a Dependent

Maintain Military Member

Add Civilian

Maintain Civilian

**Override Member OWA**

**Order Specialist Duties**

**Creating an Order (Application)**

- The Inbox

- Section 0: Overview
- Section 1: Personnel and Contact Info
- Section 2: Duty Purpose Information
- Section 3: Duty Locations and Travel
- Section 4: Tour
- Section 5: Paragraph Selection
- Section 6: Justification
- Section 7: Funding Information

**Pull Back Order**

**Modify Order**

**Cancel Order**

**Approvals**

- Supervisor
- DP Hard Holds
- Mil Pay

**MIL PDS Rejects**

**Mobilization Orders (Activation)**

**Point Paper on MILPDS (Interface with AROWS-R)**

**Glossary of Terms??**

## **AROWS-R POCs**

**Doug Wechsler DSN 497-0426**  
**Sharion Arrington DSN 497-1452**  
**Janet Craton DSN 497-1256**

**Help Desk:**  
**Dee Stephens DSN 497-0522**  
**John Dixon DSN 497-1455**  
**Brad Jones DSN 497-1258**

**IMA's will contact their Program Manager**

# **Classroom Rules of Engagement**

## **Class Leader-**

The Class Leader should preferably be an Orders Focal Point or whoever is responsible for providing further training.

This person should be in charge of asking questions for the group.

This person should be in charge of faxing the Class Roster. Fax Number: 497-0823

## **Class Roster-**

Class Leader should fax to HQ. Fax Number: 497-0823

## **Microphone Etiquette**

Make sure to press button and hold down before you speak and while you are speaking.

Class Leaders should ask questions for the group. State your name and location. Wait to be called upon before asking your question.

## **Questions**

Blocks of time will be provided for question during the course. Please wait until these times.

## **Breaks/Lunch**

Breaks will be provided every hour. A lunch break will be provided also.

# Course Overview

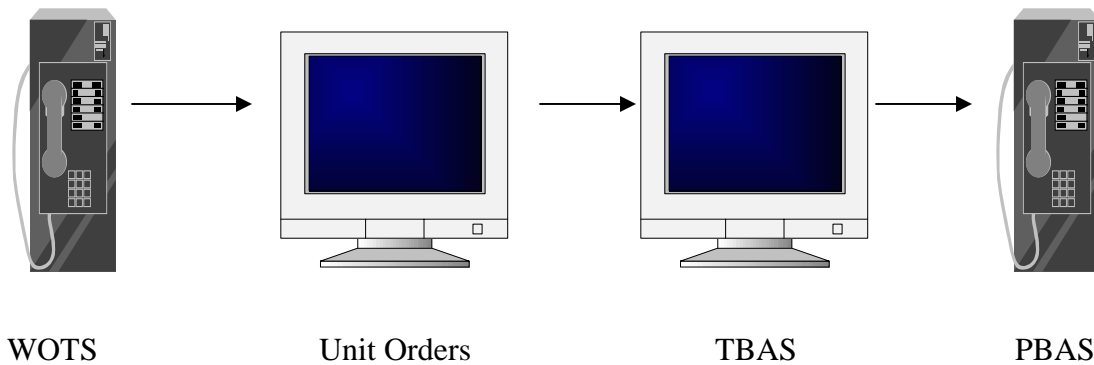
- **AROWS-R System Description**
- **Initial Stand-up “RMG”**
- **Roles and Responsibilities**
- **Utilities and Member Maintenance**
- **Orders Specialist Duties**
- **Approvals**
- **Funding**

# AROWS-R System Description

- Web-Based
- AROWS-R is currently being designed to better facilitate order writing capabilities for the AFRC Reservists.
- AFRC members can check the status of their orders and print completed orders from any computer anywhere in the world.
- IMAs can initiate orders from any computer anywhere in the world.

## AFRC Current Order Systems

- AFRC uses WOTS, Unit Orders, TBAS and PBAS to fulfill order requests.
- Three of these systems are stand-alone PC based.
  - Unit Orders, TBAS and PBAS
- WOTS is an orders request system only used by IMAs.



## **Roles and Responsibilities**



# OWA Structure

## **Air Force Reserve HQTRS**

System Administrator

Waivers

Help Desk

## **Wing/Base Level**

Budget Analyst

Certifier

MilPay Specialist

Member Maintenance

MilPDS Reject

Military Personnel Flight Hard Hold

Wing Commander Hard Hold

Supervisor

## **Group, Squadron or Flight Level (OWA)**

Orders Specialist

Resource Advisor

Unit Commander Hard Hold

# **What is a Work Center/Order Writing Activity? (OWA)**

**A Work Center is a group of system roles. Work Center fulfills three major functions:**

1. A Work Center can receive a sub-allocation of travel dollars or work days.
2. A Work Center can have PAS Codes attached to it. By default, the users within the Work Center will be responsible for processing members of its PAS Codes. For example, the Orders Specialist for a Work Center can initiate orders for its associated PAS Codes attached to it, it is not necessary to do so.
3. A Work Center is a means of dividing responsibilities for processing of an application.

A Work Center is a means of controlling user access. People who have AROWS-R roles can perform a variety of actions on applications, official orders, or even other users. Hence, each system role is assigned within a given Wing and Work Center combination in order to restrict the scope of the user's authority. For instance, a System Administrator is able to assign any role to anyone within the system, while an Order Specialist will only be able to assign roles for his/her specific Work Center. Similarly, a Help Desk member can see any Inbox for the system, while an Orders Specialist can see only the Inbox for his/her specific Work Center.

# Who is an AROWS-R System User?

A system user is a person who has been given some system role in AROWS-R. This person logs into AROWS-R and performs work either for himself/herself or on behalf of others. For instance, a Reservist is a system user who logs in to submit applications, while a Certifier is a system user who approves applications for a Wing.

Any person who has an approval or review capability will be created as an AROWS-R system user. Normally, the initial System Users are created by System Administrators. Authority can then be passed down to create other types of system users.

## What is a User Profile?

A User Profile is a group of system roles that are active at the same time. In AROWS-R, each user has one or more User Profiles with each representing a different set of responsibilities.

In addition, each user profile is assigned to a given Wing and Work Center combination to limit the authority of the user to that particular Work Center within that particular Wing.

1. Each user will have at least one profile. For instance, most Reservists will have one profile that they use to access their own applications and orders.
2. Each user may have more than one profile. For example, the same Resource Advisor may be in charge of multiple funds. In that case, they will have one profile for each fund they manage within a different work center. All of the profiles have the Resource Advisor role, but are assigned to different Work Centers.

| User Name | Profile Name | Work Center | Role             | Role              |
|-----------|--------------|-------------|------------------|-------------------|
| Sgt Smith | Web Profile  | Squadron A  | Reservist        |                   |
| Sgt Jones | Profile 1    | Squadron A  | Resource Advisor | Orders Specialist |
|           | Profile 2    | Squadron B  | Resource Advisor |                   |

3. Only one profile can be active at one time. To change to a different profile, the user has to switch the active profile.
4. While a given profile is active, the user will only be able to access the inboxes that belong to the active Work Center, and for which he/she has been granted roles.

For instance, a hypothetical user has “Profile 1” which is a Hard Holds role for the CE Group, and “Profile 2” which is a Resource Advisor role for the Logistics Group.

When “Profile 1” is active, the user can review applications that have Hard Holds for the CE Group, but cannot access any applications that are awaiting Resource Advisor approval.

When “Profile 2” is active, the user can review applications awaiting Resource Advisor approval by the Logistics Group, but cannot access any applications that are awaiting Hard Hold approval.

5. Certain users can pass the roles that they have to other users. However, they can only pass the authority for the same Work Center. The only exceptions are the System Administrators.

# Work Center Examples

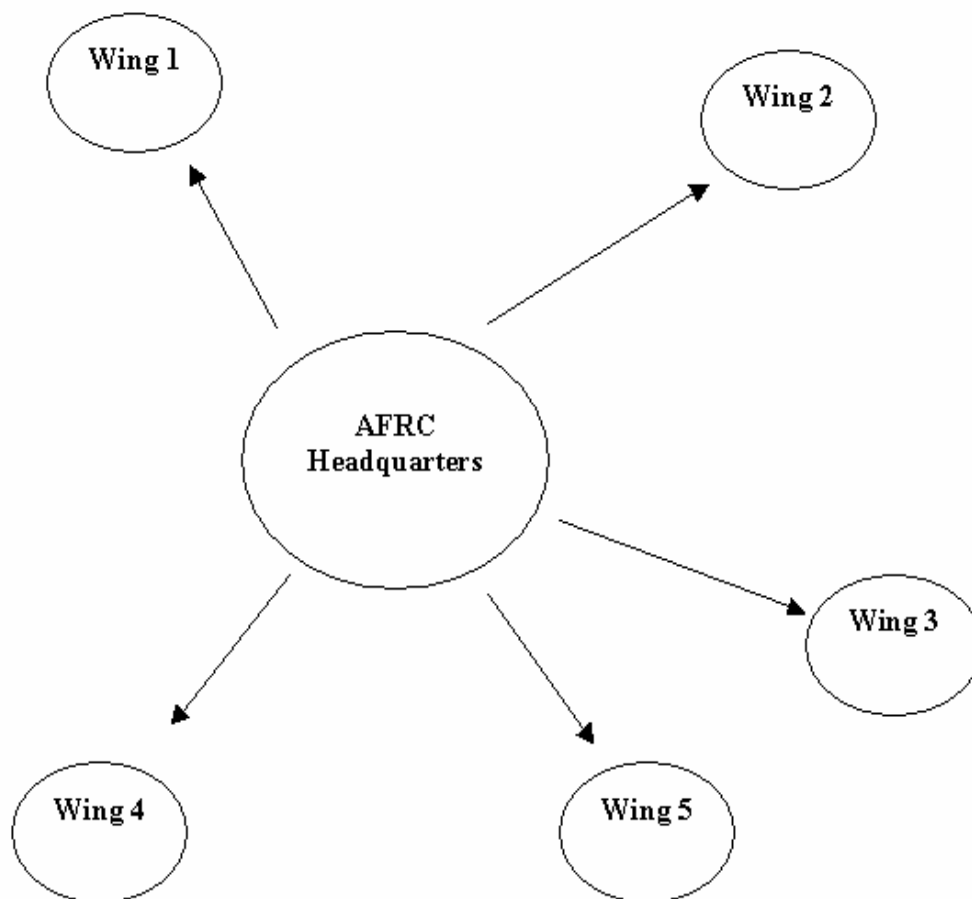
## Air Force Reserve Command

Has one work center that has Waiver Approver, System Administrator, and Help Desk roles assigned.

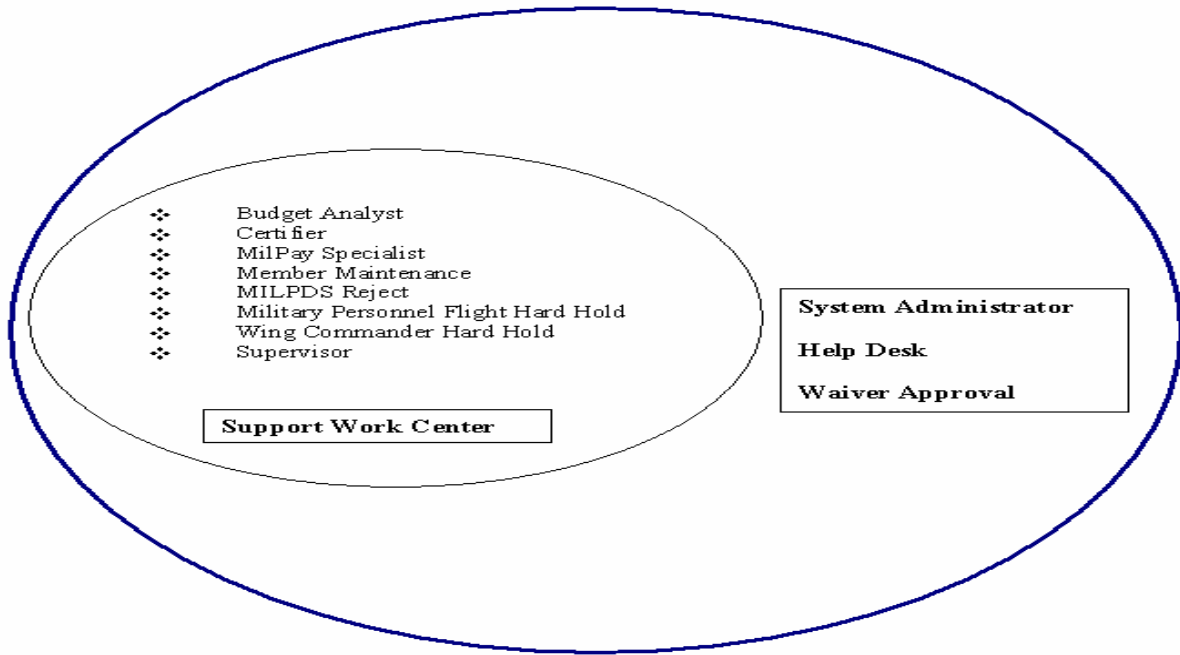
## Wing Level

Support Work Center that has many roles attached (Budget Analyst, Certifier, Member Maintenance, etc... Order Writing Work Centers (multiple per wing))

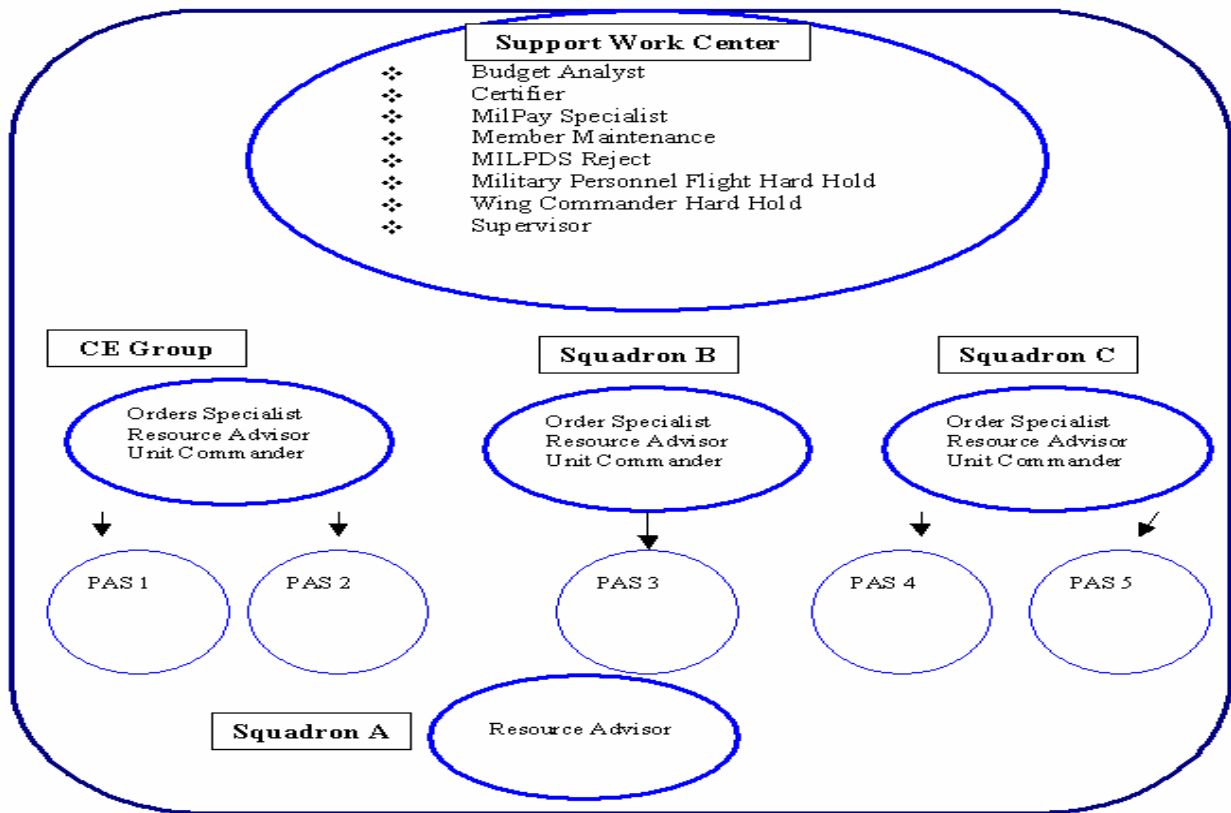
## Air Force Reserve Command



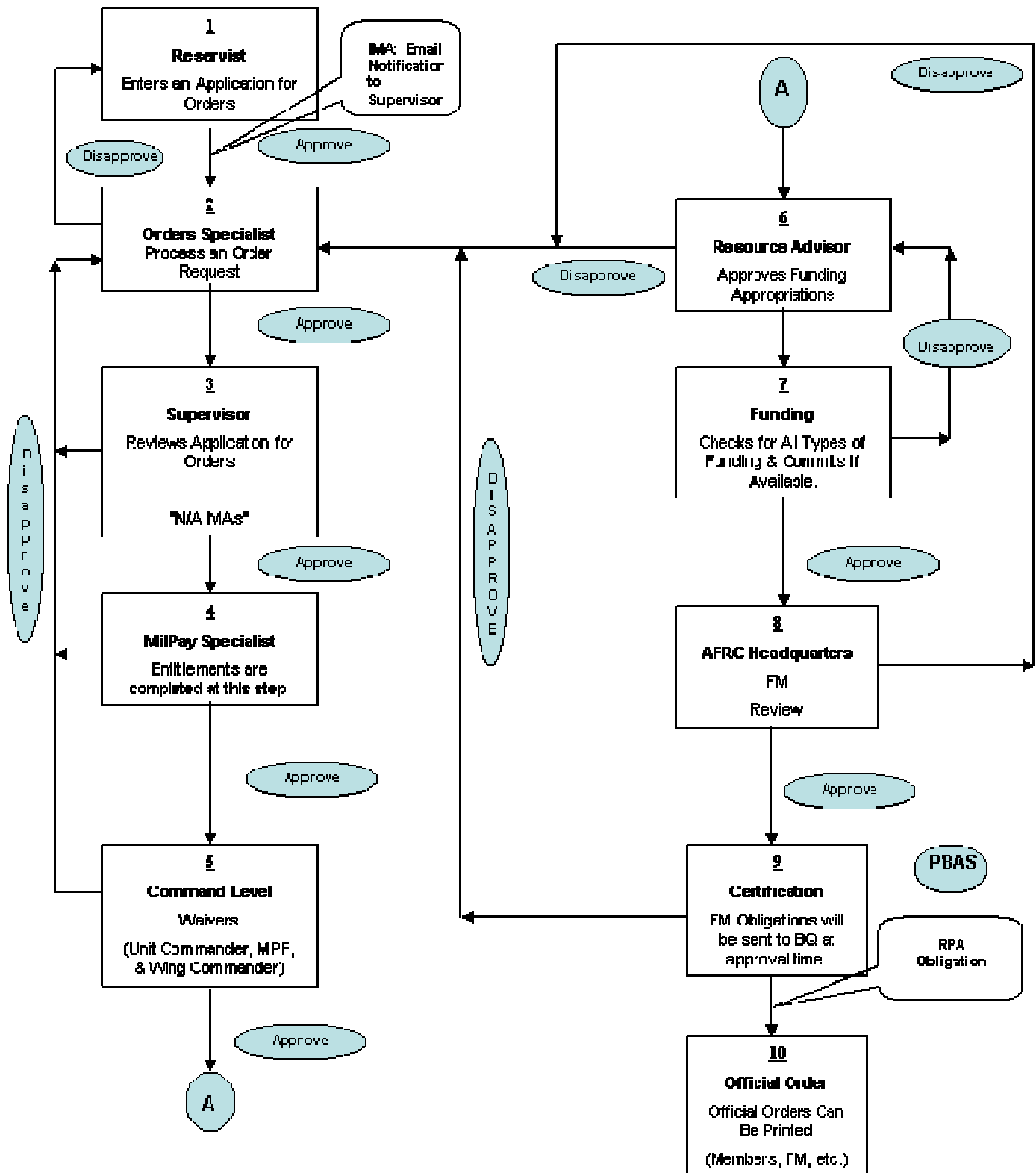
# AFRC Headquarters



# Wing Level



# AROWS-R Process Flow





## **Utilities and Member Maintenance**

## AROWS-R Login Screen

AROWS-R - Login :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://wrbfmarowsapp.reserves.afrc.ds.af.mil/arows-r/> Go Links

**Air Force Reserve Order Writing System [AROWS-R]**

Important Phone Numbers

To be determined

Important Links

To be determined

Login ID:

Password:

[Forgot Your Password?](#)

[Help! I'm A New User!](#)

If you are a Member (Reservist):  
Your initial Login is your SSN. Please enter it without dashes, for example 123456789.  
Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R help desk at #?.

**Browser Requirements**  
To use AROWS-R, you will need either [Internet Explorer](#) (version 5.5 or higher) or [Netscape Navigator](#) (version 6 or higher).

**Plug-in Requirements**  
To print orders, you will need [Adobe Acrobat Reader](#).

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

### Member Login Rules- (IMAs/Civilians)

- Initial Login ID will be members SSN with no dashes. EX: 123456789
- Initial Password will be Date of Birth (DOB) YYYY/MM/DD (slashes required).
- The member will be required to change their password the first time they log into AROWS-R. Each time the member logs in they will be allowed to change their password if they so desire.
- To complete initial login, member will have to complete Old Password (DOB, YYYY/MM/DD), New Password, and Verify New Password.
- The password minimum length is 8 characters.
- The password maximum length is 30 characters.
- Passwords are not case sensitive.
- Passwords cannot be the same as Login ID.
- Passwords must contain at least one digit and one letter.

- Special characters such as punctuation marks are allowed in passwords. However, this excludes the double quote (“) and the less-than sign (<).
- Passwords must be reset every 90 days.

#### **All Other Roles Login Rules-**

- Login information will be provided by System Administrator.
- Initial Password will be ROW1PASS#.
- The user will be required to change their password the first time they login to AROWS-R. Each time the member logs in, they will be allowed to change their password if they so desire.
- To complete initial login, member will have to complete Old Password (ROW1PASS#), New Password, and Verify New Password.

#### **Login Rules for All Groups-**

- The password minimum length is 8 characters.
- The password maximum length is 30 characters.
- Passwords are not case sensitive.
- Passwords cannot be the same as Login ID.
- Passwords must contain at least one digit and one letter.
- Special characters such as punctuation marks are allowed in passwords. However, this excludes the double quote (“) and the less-than sign (<).
- Passwords must be reset every 90 days.
- A personal security question is asked when the user clicks on Forgot Password link to verify the user is who they say they are. This question can be changed at any time by the user by clicking on My Account.

## Initial Login- Change Password Screen

**Important Phone Numbers**  
To be determined

**Important Links**  
To be determined

**Initial Login- Change Password Screen**

1. Please enter your old password and a new password in the spaces below using the following AROWS-R password rules:

- The password must be at least 8 to 30 characters long.
- The new password must differ from the old password by at least 3 character.
- Passwords are not case sensitive.
- Special Characters are allowed in the password with the exception of the double quote (") and less-than sign (<).
- The password *must* contain at least:
  - one alpha character [a-z A-Z]
  - one numeric character [0-9]
- The password *must not*:
  - contain spaces
  - contain the double quote character (") or the less-than sign (<)
  - be the same as your user-id

**Old Password:** ROW1PASS#

**New Password:** FLYHIGH05#

**Verify New Password:** FLYHIGH05#

2. Please create a password verification question and answer. If you ever forget your password you can easily change it by answering the question you create here. This can be done by selecting the "Forgot Your Password?" link located on the AROWS-R Login Screen.

Please make a note of exactly how you type your answer. This answer field is case sensitive and is the answer you must provide in order to reset your password in AROWS-R.

**Password Verification Question:** FAVORITE CAR

**Password Verification Answer:** 65 MUSTANG

**Answer:**

## Forgot Password Member



### Air Force Reserve Order Writing System [AROWS-R]

#### Important Phone Numbers

To be determined

#### Important Links

To be determined

### Forgot Password Login ID

Please enter your Login ID if you have forgotten your password and you have previously provided a password verification question and answer. If you have any problems, or have not established a password verification question and answer, please contact the AROWS-R Help desk at #?.

Login ID:

[Return to Login Page](#)

## Forgot Password- Question & Answer Member

### Important Phone Numbers

To be determined

### Important Links

To be determined

[Forgot Password Login ID](#) >> [Forgot Password Question and Answer](#)

### Forgot Password Question & Answer

---

1. Please enter the answer to the question in the space below. The answer must be typed exactly as you initially typed your password verification question and answer. If you do not remember your password verification answer you can call the AROWS-R Helpdesk to get your password reset. #??

**Question:** My father's middle name?

**Answer:**

2. Please enter a new password in the spaces below using the following AROWS-R password rules:

- The password must be at least 8 to 30 characters long.
- The new password must differ from the old password by at least 3 characters.
- Passwords are not case sensitive.
- Special Characters are allowed in the password with the exception of the double quote (") and less-than sign (<).
- The password *must* contain at least:
  - one alpha character [a-z A-Z]
  - one numeric character [0-9]
- The password *must not*:
  - contain spaces
  - contain the double quote character (") or the less-than sign (<)
  - be the same as your user-id

**New Password:**

**Verify New  
Password:**

[Return to Login Page](#)

## Forgot Password- Question & Answer Non-Member



Air Force Reserve Order Writing System [AROWS-R]

### Important Phone Numbers

To be determined

### Important Links

To be determined

[Forgot Password Login ID](#) >> Forgot Password Question and Answer

### Forgot Password Question & Answer

Please enter the answer to the question in the space below. The answer must be typed exactly as you initially typed your password verification question and answer. If you do not remember your password verification answer you can call the AROWS-R Helpdesk to get your password reset. #??


**Question:** My father's middle name?

**Answer:**

[Return to Login Page](#)

«Tc

## New Password Via E-mail Non-Member

**Air Force Reserve Order Writing System [AROWS-R]**

**Important Phone Numbers**  
To be determined  
**Important Links**  
To be determined

### Forgot Password

---

Your new password has been emailed to the address: **FAKEEMAIL@DFAS.MIL**

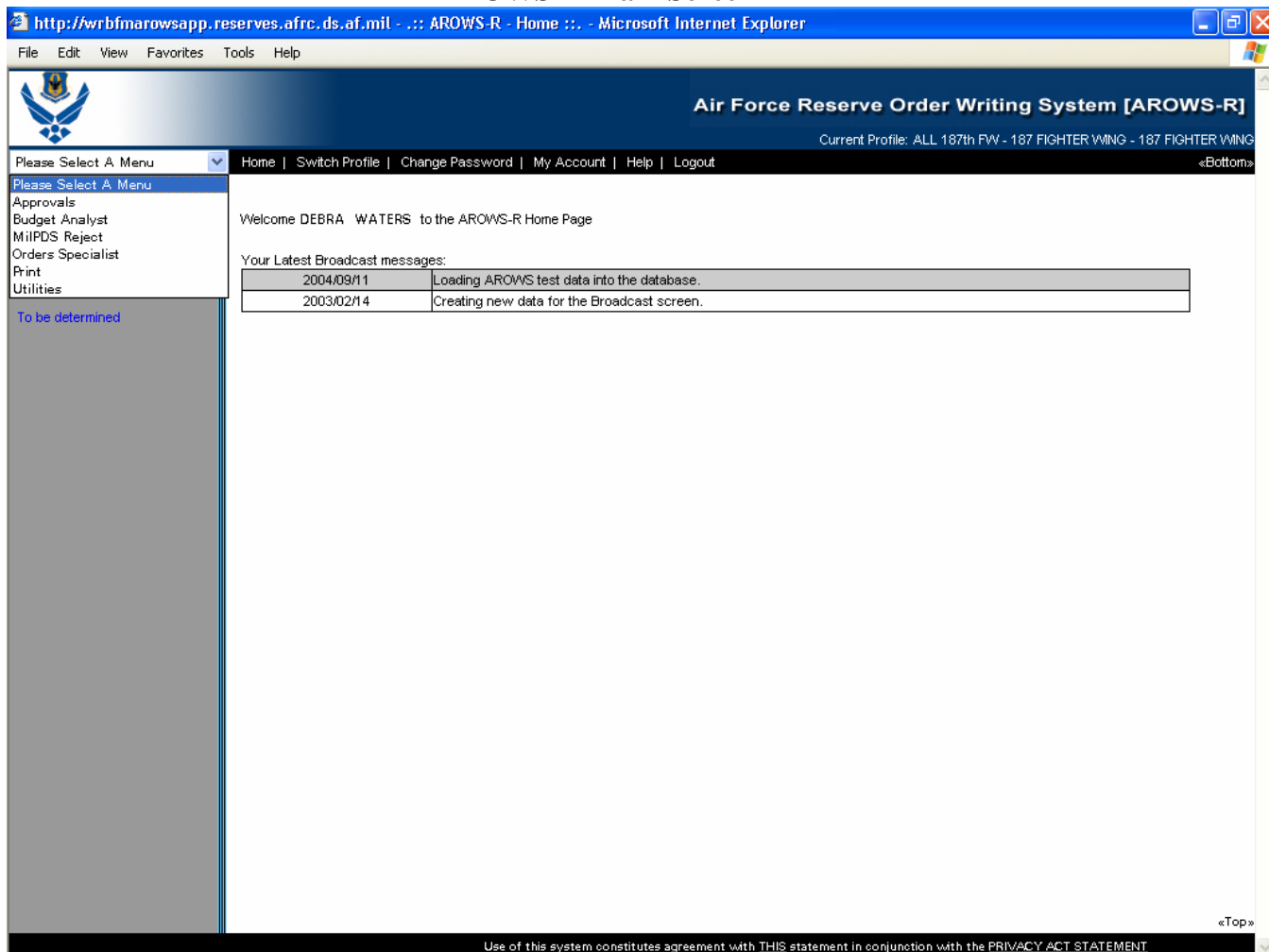
If this is not your current e-mail address, call the AROWS-R helpdesk at #?? to have your password reset.

[Return to Login Page](#)



## Additional AROWS-R Features

### AROWS-R Main Screen



### Broadcast Messages


Broadcast Messages are in the center area of the screen. This area contains any information that is provided by system administrator. This information may include updates to the system, etc.


### Left Side Drop-Down Menu

- **Approvals**-Approval routing starts with member supervisor, then the order specialist, then military pay specialist for entitlements, Commander Hard Holds, Resource Advisors for funds approval, Headquarters approvals for Waivers and then Certification by Certifier.
- **Budget Analyst**-Creating and Modifying fund cites for pay and allowance, travel and per diem, FCA/TARGET/MORDS, GAFS Suspended Records
- **Member**-Members can track and initiate their orders.
- **MIL PDS Rejects**-allows the MPF to correct rejects to Mil PDS
- **Order Specialist**-Order Specialist will create, pull back, modify and cancel orders.
- **Print**-Print draft and published orders.

- **Utilities**-File Maintenance

## Switch Profile

**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS (owb1-afptest)


Please Select A Menu  Home **Switch Profile** | Change Password | My Account | Help | Logout «Bottom»

---

### Change Profile


---

| User Data        |                              |
|------------------|------------------------------|
| User Name:       | MITCHELL, PATRICIA A         |
| SSN:             | 000-00-0000                  |
| Login Name:      | PMITCHELL                    |
| Rank:            | CIV                          |
| User's Phone:    | 1234567899                   |
| E-Mail Address:  | PATRICIA.A.MITCHELL@DFAS.MIL |
| Default Profile: | System Admin                 |
| Current Profile: | System Admin                 |


System Admin 

Set DefaultView Profile DetailChange Profile

## Select –Set Default



**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (owb1-afptest)


Please Select A Menu  [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#) «Bottom»

---

### Change Profile

---


| User Data        |                              |
|------------------|------------------------------|
| User Name:       | MITCHELL, PATRICIA A         |
| SSN:             | 000-00-0000                  |
| Login Name:      | PMITCHELL                    |
| Rank:            | CIV                          |
| User's Phone:    | 1234567899                   |
| E-Mail Address:  | PATRICIA.A.MITCHELL@DFAS.MIL |
| Default Profile: | System Admin                 |
| Current Profile: | ALL 187th FW                 |

System Admin


Set Default

View Profile Detail

Change Profile



## Select Profile



**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS (owb1-afptest)

Please Select A Menu ▼ [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#) «Bottom»

### Change Profile

---


| User Data        |                              |
|------------------|------------------------------|
| User Name:       | MITCHELL, PATRICIA A         |
| SSN:             | 000-00-0000                  |
| Login Name:      | PMITCHELL                    |
| Rank:            | CIV                          |
| User's Phone:    | 1234567899                   |
| E-Mail Address:  | PATRICIA.A.MITCHELL@DFAS.MIL |
| Default Profile: | System Admin                 |
| Current Profile: | System Admin                 |


ALL 187th FW  
ALL 187th FW  
OWA-187TH  
System Admin

Set Default

Change Profile

## Select- Change Profile

**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (owb1-afrtest)


Please Select A Menu  [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#) «Bottom»

---

### Change Profile

---




| User Data               |                              |
|-------------------------|------------------------------|
| <b>User Name:</b>       | MITCHELL, PATRICIA A         |
| <b>SSN:</b>             | 000-00-0000                  |
| <b>Login Name:</b>      | PMITCHELL                    |
| <b>Rank:</b>            | CIV                          |
| <b>User's Phone:</b>    | 1234567899                   |
| <b>E-Mail Address:</b>  | PATRICIA.A.MITCHELL@DFAS.MIL |
| <b>Default Profile:</b> | System Admin                 |
| <b>Current Profile:</b> | ALL 187th FW                 |

ALL 187th FW 


Set Default

View Profile Detail


Change Profile



## View Profile Detail

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (owb1-afptest)

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

[Change Profile](#) >> Change Profile Detail

**Change Profile**

**Profile Name:** ALL 187th FW  
**Wing:** 187 FIGHTER WING  
**OWA:** 187 FIGHTER WING

| Role                               | Admin. Authority |
|------------------------------------|------------------|
| Budget Analyst                     | NO               |
| Certifier                          | NO               |
| Military Pay Specialist            | NO               |
| MilPDS Reject                      | NO               |
| Military Personnel Flight Approver | NO               |
| Member Maintenance                 | NO               |
| Order Specialist                   | NO               |
| Resource Advisor                   | NO               |
| Supervisor                         | NO               |
| Unit Commander Approver            | NO               |
| Waiver                             | NO               |
| Wing Commander Approver            | NO               |

Select Profile

## Change Password

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu  Home | Switch Profile | **Change Password** | My Account | Help | Logout «Bottom»

### Change Password

To change your password, please enter the following fields. The AROWS-R password rules are provided below:

- The password must be at least 8 to 30 characters long.
- The new password must differ from the old password by at least 3 characters.
- Passwords are not case sensitive.
- Special Characters are allowed in the password with the exception of the double quote (") and less-than sign (<).
- The password *must* contain at least:
  - one alpha character [a-z A-Z]
  - one numeric character [0-9]
- The password *must not*:
  - contain spaces
  - contain the double quote character (") or the less-than sign (<)
  - be the same as your user-id

Current Password:

New Password:

Verify New Password:

- **Change Password-** allows you to change your password anytime you feel it necessary



## My Account

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: **ALL 187th FW** - 187 FIGHTER WING - 187 FIGHTER WING (owb1-afptest)

Please Select A Menu | Home | Switch Profile | Change Password | **My Account** | Help | Logout | <Bottom>

---

### My Account

Phone Number: 1234567899

Email Address: PATRICIA.A.MITCHELL

Question: DOG

Answer: Molly

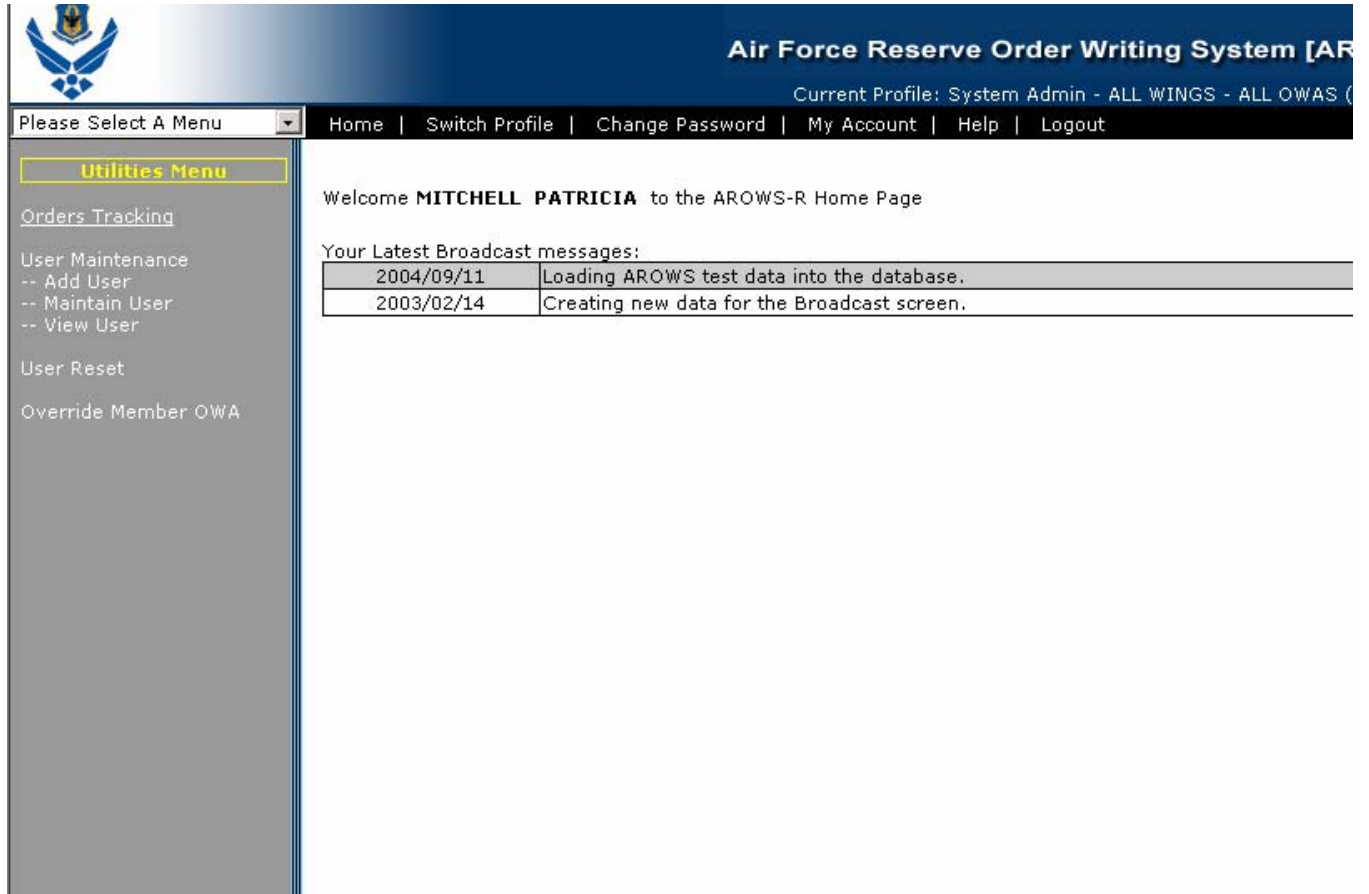
Number of Items per Page: 10 (used as a default for inboxes)

| Profile Name | Notifications  |
|--------------|--|
| OWA-187TH    | <input type="checkbox"/> Notify me when I have work in this profile            |
| ALL 187th FW | <input checked="" type="checkbox"/> Notify me when I have work in this profile |

Save Changes

- **My Account**-allows you to change your Phone Number, Email address, security question and answer, set the number of items displayed in list items per page, turn on the email notification option and allow IMAs to select their RPOs.

## Orders Tracking



The screenshot shows the Air Force Reserve Order Writing System [AROWS-R] Home Page. The page has a dark blue header with the Air Force Reserve logo on the left and the system name on the right. Below the header is a navigation bar with links: Home, Switch Profile, Change Password, My Account, Help, and Logout. On the left side, there is a 'Utilities Menu' with options: Orders Tracking, User Maintenance (Add User, Maintain User, View User), User Reset, and Override Member OWA. The main content area displays a welcome message for MITCHELL PATRICIA and a table of broadcast messages.

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: System Admin - ALL WINGS - ALL OWAS (

Please Select A Menu

**Utilities Menu**

[Orders Tracking](#)

User Maintenance

- Add User
- Maintain User
- View User

User Reset

Override Member OWA


Welcome **MITCHELL PATRICIA** to the AROWS-R Home Page

Your Latest Broadcast messages:

|            |   |
|------------|---|
| 2004/09/11 | Loading AROWS test data into the database.  |
| 2003/02/14 | Creating new data for the Broadcast screen. |

Select the **Orders Tracking** Option from the **Utilities Menu**.

## Orders Tracking- Inbox Current Orders Selection



**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS (owb1-afrtest)

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout
«Bottom»

---

### Orders Tracking

[Change Search Criteria](#)
Currently sorted by: **Tracking**

---

Current Orders ▼

View Inbox

| Tracking Number | Status  | Mod Number | PAS Code | SSN  | Name                      | Start Date | End Date   | Total Days | Order Type |
|-----------------|---------|------------|----------|------|---------------------------|------------|------------|------------|------------|
| 1016123         | INITIAL | 0          | A21CFLZ6 | 9874 | MITCHELL, PATRICIA<br>NMI | 2005/09/04 | 2005/09/24 | 21         | TDY        |

Total Records: 1

**Search**

By Tracking Number:   
By Last Name:   
By First Name:   
Display:  per page

«Top»


**There are 3 Options to choose from. Clicking the down-arrow will allow you to select from:**


**Current Orders-** applications that have not been approved

**Historical Orders-** published orders

**Deleted Orders-**applications that were deleted

## Orders Tracking- Inbox Historical Orders Selection


**Air Force Reserve Order Writing System [AR]**  
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (c

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout













---

### Orders Tracking

[Change Search Criteria](#) Currently sorted by:

Historical Orders 

View Inbox

|   |        |   |   |   |   |   |          |            |       |
|---|--------|--|---|---|---|---|----------|------------|-------|
| Tracking Number   | Status | Mod Number   | PAS Code  | SSN   | Name  | Start Date  | End Date | Total Days | Order |
| No Current Routings   |        |  |   |   |   |   |          |            |       |

**Search**

By Tracking Number:


By Last Name:

By First Name:

Display:  per page

Search

Orders Tracking- Inbox  
Deleted Orders Selection



**Air Force Reserve Order Writing System [AROS]**  
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (o

Please Select A Menu 

Home | Switch Profile | Change Password | My Account | Help | Logout

Orders Tracking

Deleted Orders

View Inbox

| Tracking Number     | Status | Mod Number | PAS Code | SSN | Name | Start Date | End Date | Total Days | Order |
|---------------------|--------|------------|----------|-----|------|------------|----------|------------|-------|
| No Current Routings |        |            |          |     |      |            |          |            |       |

Search

By Tracking Number:

Search

## Orders Tracking-Inbox Display Section Options

There are several Display Section Options to choose from. They are:

### Current Status

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section:  [View Application Details](#) | [Print Latest Modification](#)

| Routed To                             | Action Type | Last Name  | OWA |
|---------------------------------------|-------------|------------|-----|
| Member                                | Approved    | JONES      |     |
| Order Specialist                      | Approved    | JONES      |     |
| Supervisor                            | Approved    | JOHNSON    |     |
| MilPay Specialist                     | Approved    | JOHNSON    |     |
| Hard Hold - Unit Commander            | Approved    | STEPHENSON |     |
| Hard Hold - Military Personnel Flight | Approved    | STEPHENSON |     |
| Hard Hold - Wing Commander            | Approved    | STEPHENSON |     |
| Resource Advisor                      | Approved    | NGUYEN     |     |
| Waivers                               | Approved    | CHEVALIER  |     |
| Certifier                             | Approved    | SMITH      |     |
| Final Certifier                       | Approved    | SMITH      |     |
| Authentication                        | Routed      |            |     |

## Orders Tracking Orders Detail

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

Tracking #: 750000/1  
SSN: 123-45-6789

Name: SMITH, JOHN Q  
Start Date: 2002/11/30  
End Date: 2002/12/05

Order Type: AT  
Status: MOD  
Total Days: 6

Display Section: 

Order Detail

View Application Details | Print Latest Modification

| Order Detail              |  |
|---------------------------|--|
| Name                      | JOHN Q SMITH   |
| SSN                       | 123-45-6789  |
| Grade                     | E4   |
| Tracking Number           | 750000   |
| Current Modification      | 1  |
| Duty Dates                | 2004/11/30 - 2004/12/05  |
| Order Status              | MOD  |
| Duty Location             | ANDREWS AFB, MD  |
| Duty Location POC         | DOE, STEVE COL ANDREWS AFB, MD   |
| Duty Location POC Phone # | (816) 999-5121   |
| Orders Specialist         | DOE, JOHN SSGT ANDREWS AFB, MD   |
| Orders Specialist Phone # | (816) 999-5122   |
| Final Certifier           | DOE, MARK MAJ ANDREWS AFB, MD  |
| Final Certifier Phone #   | (816) 999-5123   |
| Hard Holds                | ETS<br>150% AEA  |
| Waiver                    |  |
| Pay Entitlements          | ACIP - Aviation Career Incentive Pay<br>BAH I - Basic Allowance For Housing<br>BAH DIFF - Basic Allowance For Housing Differential |

Back to Application

Close this Window

By Last Name:

By First Name:

## Orders Tracking Actions and Comments

**Tracking #:** 750000/1  
**SSN:** 123-45-6789

**Name:** SMITH, JOHN Q  
**Start Date:** 2004/11/30  
**End Date:** 2004/12/05

**Order Type:** AT  
**Status:** MOD  
**Total Days:** 6

**Display Section:** Actions & Comments

[View Application Details](#) | [Print Latest Modification](#)

| Justifications                              |   |
|---|---|
| <b>General Comments/Justification</b>       | This is a sample orders specialist comments that was entered for this set of orders.                          |
| <b>Justification for Hard Hold</b>          | This is a sample orders justification that was entered for this set of orders.                                |
| <b>Justification for Waivers</b>            | This is a sample orders justification that was entered for this set of orders.                                |
| <b>Justification for Member Maintenance</b> | This is a sample justification that was entered when the member information was edited in member maintenance. |

| School Information  |                 |            |          |                   |                        |                    |
|---|-----------------|------------|----------|-------------------|------------------------|--------------------|
| Course Name   | Course Number   | TLN        | Class ID | Course Start Date | Course Graduation Date | Course Report Date |
| This is a sample course name that was entered for this set of orders. | 123456789123456 | 1234567890 | 1234567  | 2004/12/02        | 2004/12/02             | 2004/12/02         |

| Comments for Cancellation  |             |                  |           |      |          |
|--|-------------|------------------|-----------|------|----------|
| <b>Reason for Cancellation</b>   |             |                  |           |      |          |
| This is a sample reason for cancellation that was entered for this modification. |             |                  |           |      |          |
| Routed To  | Action Type | Action Date/Time | Last Name | Rank | Comments |
| Orders Cancellation  | Approved    | 2004/11/16 09:00 | JONES     | SRA  |          |



## Orders Tracking Actions and Comments Continued

| Comments for Modification 1  |             |                  |           |      |   |
|--|-------------|------------------|-----------|------|---|
| <b>Reason for Modification</b>   |             |                  |           |      |   |
| This is a sample reason for modification that was entered for this modification. |             |                  |           |      |   |
| Routed To  | Action Type | Action Date/Time | Last Name | Rank | Comments                                |
| Certifier  | Routed      | 2004/11/15 10:00 | JOHNSON   | SRA  | Appropriation Type: TVL FY: 2005        |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Resource Advisor   | Routed      | 2004/11/15 10:00 | JOHNSON   | SRA  | Appropriation Type: TVL FY: 2005        |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Hard Hold - Wing Commander   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| MilPay Specialist  | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Supervisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Approved    | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Comments for Original  |             |                  |           |      |   |
| Routed To  | Action Type | Action Date/Time | Last Name | Rank | Comments                                |
| Certifier  | Routed      | 2004/11/15 09:00 | JOHNSON   | SRA  | Appropriation Type: RENTAL CAR FY: 2005 |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Resource Advisor   | Routed      | 2004/11/15 9:00  | JOHNSON   | SRA  | Appropriation Type: RENTAL CAR FY: 2005 |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Hard Hold - Wing Commander   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| MilPay Specialist  | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Supervisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Approved    | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Member   | Approved    | 2004/11/15 09:00 | JONES     | SRA  |   |
| Member   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |

## Orders Tracking History Modifications

AROWS-R - Orders Tracking - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section: History - Modifications [View Application Details](#) | [Print Latest Modification](#)

**Applications In Progress**

| Action                | Mod # | Start Date | End Date   | Total Days | Order Type | Status |
|-----------------------|-------|------------|------------|------------|------------|--------|
| <a href="#">Print</a> | 1     | 2004/11/30 | 2004/12/05 | 60         | AT         | MOD    |

**Approved Orders**

| Action                | Mod # | Start Date | End Date   | Total Days | Order Type | Status  |
|-----------------------|-------|------------|------------|------------|------------|---------|
| <a href="#">Print</a> | 0     | 2004/11/30 | 2004/12/05 | 30         | AT         | INITIAL |

[Back to Application](#) [Close this Window](#)

## Orders Tracking History- Applications

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|                      |                        |                |
|----------------------|------------------------|----------------|
| Tracking #: 750000/1 | Name: SMITH, JOHN Q    | Order Type: AT |
| SSN: 123-45-6789     | Start Date: 2004/11/30 | Status: MOD    |
|                      | End Date: 2004/12/05   | Total Days: 6  |

Display Section:  [View Application Details](#) | [Print Latest Modification](#)

| Tracking # | Mod # | Status  | Grade | Start Date | End Date   | Total Days | FY   | Order Type |
|------------|-------|---------|-------|------------|------------|------------|------|------------|
| 750010     | 0     | INITIAL | E4    | 2005/01/15 | 2005/01/16 | 2          | 2005 | AT         |
| 750011     | 0     | INITIAL | E4    | 2005/01/18 | 2005/01/19 | 2          | 2005 | AT         |

## Orders Tracking History- Current Orders

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section: History - Current Orders [View Application Details](#) | [Print Latest Modification](#)

| Tracking # | Mod # | Status  | Grade | Start Date | End Date   | Total Days | FY   | Order Type |
|------------|-------|---------|-------|------------|------------|------------|------|------------|
| 750005     | 0     | INITIAL | E4    | 2004/11/29 | 2004/11/29 | 1          | 2005 | AT         |
| 750006     | 0     | INITIAL | E4    | 2004/12/06 | 2004/12/07 | 2          | 2005 | AT         |

[Back to Application](#) [Close this Window](#)

## Orders Tracking History- Historical Orders

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section: History - Historical Orders [View Application Details](#) | [Print Latest Modification](#)

| Tracking # | Mod # | Status  | Grade | Start Date | End Date   | Total Days | FY   | Order Type |
|------------|-------|---------|-------|------------|------------|------------|------|------------|
| 750002     | 0     | INITIAL | E4    | 2004/03/01 | 2004/03/01 | 1          | 2004 | AT         |
| 750003     | 0     | INITIAL | E4    | 2004/04/05 | 2004/04/07 | 3          | 2004 | ST         |

[Back to Application](#) [Close this Window](#)

## Orders Tracking Back to Back


AROWS-R - Orders Tracking - Microsoft Internet Explorer

|                      |                        |                |
|----------------------|------------------------|----------------|
| Tracking #: 750000/1 | Name: SMITH, JOHN Q    | Order Type: AT |
| SSN: 123-45-6789     | Start Date: 2004/11/30 | Status: MOD    |
|                      | End Date: 2004/12/05   | Total Days: 6  |

Display Section:  [View Application Details](#) | [Print Latest Modification](#)

| Back to Back Orders                   |            |            |
|---------------------------------------|------------|------------|
| Tracking #                            | 750005     | 750006     |
| Mod #                                 | 0          | 0          |
| Start Date                            | 2004/11/28 | 2004/11/30 |
| End Date                              | 2004/11/29 | 2004/12/07 |
| Member                                | Approved   | Approved   |
| Order Specialist                      | Approved   | Approved   |
| Supervisor                            | Approved   | Approved   |
| MilPay Specialist                     | Approved   | Approved   |
| Hard Hold - Unit Commander            | Approved   | Approved   |
| Hard Hold - Military Personnel Flight | Approved   | Approved   |
| Hard Hold - Wing Commander            | Approved   | Approved   |
| Resource Advisor                      | Approved   | Approved   |
| Waivers                               | Approved   | Approved   |
| Certifier                             | Approved   | Approved   |

## Adding a User



Air Force Reserve Order Writing System [AROWS-R]

Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Help | Logout | <Bottom>

**Utilities Menu**

- Orders Tracking
- User Maintenance
  - Add User
  - Maintain User
  - View User
- User Reset
- Member Maintenance
  - Add Military Member
  - Maintain Military Member
  - Add Civilian
  - Maintain Civilian
- Override Member OWA

### User Data

Fields marked with a red asterisk (\*) are required.

|                  |  |
|------------------|--|
| * First Name     | <input type="text"/>   |
| Middle Initials  | <input type="text"/>   |
| * Last Name      | <input type="text"/>   |
| * SSN            | <input type="text"/> - <input type="text"/> - <input type="text"/> |
| * Login ID       | <input type="text"/>   |
| * Rank           | <input type="text"/>   |
| * Phone          | <input type="text"/>   |
| Email Address    | <input type="text"/>   |
| Select A Profile | <input type="text" value="Access Rights"/>                         |

---

|                |  |
|----------------|--|
| * Profile Name | <input type="text" value="Access Rights"/> |
| * Wing         | <input type="text" value="ALL WINGS"/>     |
| * OWA          | <input type="text" value="ALL OWAS"/>      |

## Add User-Continued

|                                       | Role                     | Admin Authority          |
|---------------------------------------|--------------------------|--------------------------|
| System Administrator                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Help Desk                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Budget Analyst                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member Maintenance                    | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPDS Reject                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Member                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Order Specialist                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisor                            | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPay Specialist                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Unit Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Military Personnel Flight | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Wing Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Resource Advisor                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Waivers                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Certifier                             | <input type="checkbox"/> | <input type="checkbox"/> |

**\* Any user you modify must log-off and log-in before changes take effect.**

Create User



## Add User- Roles

|                                       | Role                     | Admin Authority          |
|---------------------------------------|--------------------------|--------------------------|
| System Administrator                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Help Desk                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Budget Analyst                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member Maintenance                    | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPDS Reject                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Member                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Order Specialist                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisor                            | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPay Specialist                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Unit Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Military Personnel Flight | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Wing Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Resource Advisor                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Waivers                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Certifier                             | <input type="checkbox"/> | <input type="checkbox"/> |

**\* Any user you modify must log-off and log-in before changes take effect.**

Create User

## Add User- Admin Authority

|                                       | Role                     | Admin Authority          |
|---------------------------------------|--------------------------|--------------------------|
| System Administrator                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Help Desk                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Budget Analyst                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member Maintenance                    | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPDS Reject                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Member                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Order Specialist                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisor                            | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPay Specialist                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Unit Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Military Personnel Flight | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Wing Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Resource Advisor                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Waivers                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Certifier                             | <input type="checkbox"/> | <input type="checkbox"/> |

**\* Any user you modify must log-off and log-in before changes take effect.**

Create User


## Add User- Create a New Role/Profile

|                                       | Role                     | Admin Authority          |
|---------------------------------------|--------------------------|--------------------------|
| System Administrator                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Help Desk                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Budget Analyst                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member Maintenance                    | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPDS Reject                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Member                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Order Specialist                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisor                            | <input type="checkbox"/> | <input type="checkbox"/> |
| MilPay Specialist                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Unit Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Military Personnel Flight | <input type="checkbox"/> | <input type="checkbox"/> |
| Hard Hold - Wing Commander            | <input type="checkbox"/> | <input type="checkbox"/> |
| Resource Advisor                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Waivers                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Certifier                             | <input type="checkbox"/> | <input type="checkbox"/> |

**\* Any user you modify must log-off and log-in before changes take effect.**

Create User

## Maintain Users Inbox


Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu
Home | Switch Profile | Change Password | My Account | Help | Logout
«Bottom»

**Utilities Menu**

Orders Tracking  
User Maintenance  
-- Add User  
-- Maintain User  
-- View User  
User Reset  
Member Maintenance  
-- Add Military Member  
-- Maintain Military Member  
-- Add Civilian  
-- Maintain Civilian  
Override Member OWA

### Maintain User Inbox

[Change Search Criteria](#)
Currently sorted by: **Last Name**

To remove from the list, select the checkbox(s) and click this button =>

| Last Name             | First Name | Middle Initial | Login ID | Rank | User Id | Last Used  | Delete User              |
|-----------------------|------------|----------------|----------|------|---------|------------|--------------------------|
| <a href="#">SMITH</a> | JOHN       | A              | JSMITH   | SSGT | 401     | 2004/11/05 | <input type="checkbox"/> |
| <a href="#">SMITH</a> | STEVE      | C              | SSMITH   | TSGT | 402     | 2004/10/05 | <input type="checkbox"/> |
| <a href="#">SMITH</a> | DOUG       | C              | DSMITH   | MSGT | 403     | 2004/09/05 | <input type="checkbox"/> |


To remove from the list, select the checkbox(s) and click this button =>

Total Records: 3

**Search**

By Last Name:   
By Last Name Starts With:   
By First Name:   
By Login ID:   
Display:  per page

# Maintain Users- Continued



**Air Force Reserve Order Writing System [AROWS]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS (owb3)

Please Select A Menu ▼ | [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#)

[User List](#) >> User Detail

### User Data

Fields marked with a red asterisk (\*) are required.

|                  |   |
|------------------|---|
| * First Name     | MITCHELL  |
| Middle Initials  | A   |
| * Last Name      | PATRICIA  |
| * SSN            | 000 - 00 - 0000   |
| Login ID         | PMITCHELL   |
| * Rank           | CIV   |
| * Phone          | 1234567899  |
| Email Address    | PATRICIA.A.MITCHELL@DFAS.MIL  |
| Select A Profile | OWA-187TH <span>▼</span><br>ALL 187th FW<br>OWA-187TH<br>System Admin |
| * Profile Name   |   |
| * Wing           | 187 FIGHTER WING <span>▼</span>                                       |
| * OWA            | 187 FIGHTER WING <span>▼</span>                                       |

|                      | Role                     | Admin. Authority         |
|----------------------|--------------------------|--------------------------|
| System Administrator | <input type="checkbox"/> | <input type="checkbox"/> |
| Help Desk            | <input type="checkbox"/> | <input type="checkbox"/> |

## Maintain Users- Continued

---

Select A Profile OWA-187TH

---

\* Profile Name OWA-187TH

\* Wing 187 FIGHTER WING

\* OWA 187 FIGHTER WING

|                                       | Role                                | Admin.<br>Authority                 |
|---------------------------------------|-------------------------------------|-------------------------------------|
| System Administrator                  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Help Desk                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Budget Analyst                        | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Member Maintenance                    | <input type="checkbox"/>            | <input type="checkbox"/>            |
| MilPDS Reject                         | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Order Specialist                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Supervisor                            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| MilPay Specialist                     | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Hard Hold - Unit Commander            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Hard Hold - Military Personnel Flight | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Hard Hold - Wing Commander            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Resource Advisor                      | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Waivers                               | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Certifier                             | <input type="checkbox"/>            | <input type="checkbox"/>            |


**\* Any user you modify must log-off and log-in before changes take effect.**

---

Add Profile Delete Profile Save Changes

---

## View User Inbox

**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu

Utilities Menu

Orders Tracking

User Maintenance

- Add User
- Maintain User
- View User

User Reset

Member Maintenance











- Add Military Member
- Maintain Military Member
- Add Civilian
- Maintain Civilian

Override Member OWA

Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

### View User Inbox

[Change Search Criteria](#)Currently sorted by: **Last Name**

|   |   |   |   |   |            |
|---|---|---|---|---|------------|
| Last Name   | First Name  | Middle Initial  | Login ID  | Rank  | Last Used  |
| <a href="#">SMITH</a>   | JOHN  | A   | JSMITH  | SSGT  | 2004/11/05 |
| <a href="#">SMITH</a>   | STEVE   | C   | SSMITH  | TSGT  | 2004/10/05 |
| <a href="#">SMITH</a>   | DOUG  | C   | SMITH   | MSGT  | 2004/09/05 |

Total Records: 3

Search

By Last Name:

SMITH

By Last Name Starts With:

By First Name:

By Login ID:


Display:

10

per page


Search

## View User- Continued



<http://go.microsoft.com/fwlink/?...> **Force Reserve Order Writing System [AROW]**

Current Profile: System Admin - ALL WINGS - ALL OWAS (owb1

Please Select A Menu  [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#)

[User List](#) >> User Detail

### User Data

---

|                        |                              |
|------------------------|------------------------------|
| <b>First Name</b>      | PATRICIA                     |
| <b>Middle Initials</b> | A                            |
| <b>Last Name</b>       | MITCHELL                     |
| <b>SSN</b>             | 000-00-0000                  |
| <b>Login ID</b>        | PMITCHELL                    |
| <b>Rank</b>            | CIV                          |
| <b>Phone</b>           | 1234567899                   |
| <b>Email Address</b>   | PATRICIA.A.MITCHELL@DFAS.MIL |

---

|                     |                  |
|---------------------|------------------|
| <b>Profile Name</b> | ALL 187th FW     |
| <b>Wing</b>         | 187 FIGHTER WING |
| <b>OWA</b>          | 187 FIGHTER WING |

|                                       | Role | Admin.<br>Authority |
|---------------------------------------|------|---------------------|
| Budget Analyst                        | YES  | NO                  |
| Member Maintenance                    | YES  | NO                  |
| MilPDS Reject                         | YES  | NO                  |
| Order Specialist                      | YES  | NO                  |
| Supervisor                            | YES  | NO                  |
| MilPay Specialist                     | YES  | NO                  |
| Hard Hold - Unit Commander            | YES  | NO                  |
| Hard Hold - Military Personnel Flight | YES  | NO                  |
| Hard Hold - Wing Commander            | YES  | NO                  |
| Resource Advisor                      | YES  | NO                  |
| Waivers                               | YES  | NO                  |
| Certifier                             | YES  | NO                  |



## View User- Continued

**Profile Name** OWA-187TH  
**Wing** 187 FIGHTER WING  
**OWA** 187 FIGHTER WING

|                  | Role | Admin.<br>Authority |
|------------------|------|---------------------|
| Order Specialist | YES  | YES                 |


| Notifications |
|---------------|
| None Selected |

**Profile Name** System Admin  
**Wing** ALL WINGS  
**OWA** ALL OWAS

|                      | Role | Admin.<br>Authority |
|----------------------|------|---------------------|
| System Administrator | YES  | YES                 |

| Notifications |
|---------------|
| None Selected |

## User Reset

**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu

**Utilities Menu**  
Orders Tracking  
User Maintenance  
-- Add User  
-- Maintain User  
-- View User  
User Reset  
Member Maintenance  
-- Add Military Member  
-- Maintain Military Member  
-- Add Civilian  
-- Maintain Civilian  
Override Member OWA

### User Reset

Login ID:

☒ Unlock User Account

☒ Reset Password


New Password:

Save Changes

**\*\*Password must be between 8 and 30 characters, have at least one letter and one digit, cannot match your username, and cannot contain the double-quote (") character.**

## Member Maintenance

### Adding a Military Member



Air Force Reserve Order Writing Sys

Current Profile: System Admin

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Help | Logout

Utilities Menu

Orders Tracking

User Maintenance

- Add User
- Maintain User
- View User

User Reset

Member Maintenance

- Add Military Member
- Maintain Military Member
- Add Civilian
- Maintain Civilian

Override Member OWA

### Add Military Member

Fields marked with a red asterisk (\*) are required.

**Personal Information:**

\*SSN:  -  -

\*Grade:

\*Last Name:

\*First Name:

Middle Initials:

Suffix:

\*Sex: ☒ Male ☐ Female

\*Date of Birth:   (YYYY/MM/DD)

**\*Residence Address:**

Address Line 1: | [Lookup](#)

Address Line 2:

City:

State:

Country:

Zip Code:

## Member Maintenance

### Add Military Member- Continued

#### Dependent Information:

Total Number of Dependents: 0  
Marital Status: Single  
Spouse in the military: Yes No

Add Dependent

#### Duty Information:

\*PAS Code:  
\*Technician ID:  
\*Primary AFSC:  
Duty AFSC:  
\*Basic Military Training Code (BMT):  
\*Active Duty Status:


#### Service Information:

\*Date of Rank: (YYYY/MM/DD)  
\*Expiration of Term Service (ETS): (YYYY/MM/DD)  
\*Active Duty Stop Date: (YYYY/MM/DD)  
\*Total Active Military Service: Years Months Days


#### Justification:

\*Justification:

## Member Maintenance Adding a Dependent

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

[Add Military Member](#) >> Add Dependent

### Add Dependent

---


**Add Dependent:**

First Name:


Last Name:

Middle Initial:

Dependent Type:



Date of Birth :

 (YYYY/MM/DD)

Address is the same as the sponsor's:


☒ Yes ☐ No

Save Dependent

Adding a Dependent will be the same for both Military and Civilians.

## Member Maintenance

### Maintain Military Member-Inbox

**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

**Utilities Menu**  
Orders Tracking  
User Maintenance  
-- Add User  
-- Maintain User  
-- View User  
User Reset  
Member Maintenance  
-- Add Military Member  
-- Maintain Military Member  
-- Add Civilian  
-- Maintain Civilian  
Override Member OWA

### Maintain Military Member Inbox

[Change Search Criteria](#) Currently sorted by: **Last Name**

| Last Name | First Name | Middle Initial | SSN         | Rank | Art ID      |
|-----------|------------|----------------|-------------|------|-------------|
| SMITH     | JOHN       | A              | 400-00-0000 | SSGT | Traditional |
| SMITH     | DOUG       | C              | 327-00-0000 | MSGT | Traditional |
| SMITH     | STEVE      | C              | 239-00-0000 | TSGT | Technician  |

**Search**  
By Last Name:   
By First Name:   
By SSN:   
Display:  per page

# Member Maintenance

## Maintain Military Member



### Air Force Reserve Order Writing System [AROWS-F

Current Profile: System Admin - ALL WINGS - ALL OW

Please Select A Menu

[Home](#)

[Switch Profile](#)

[Change Password](#)

[My Account](#)

[Help](#)

[Logout](#)

<Bott

[Maintain Military Member Inbox](#) >> Maintain Military Member

### Maintain Military Member

Fields marked with a red asterisk (\*) are required.

#### Personal Information:

SSN:  -  -

\*Grade:

\*Last Name:

\*First Name:

Middle Initials:

Suffix:

\*Sex: ☒ Male ☐ Female

\*Date of Birth:   (YYYY/MM/DD)

#### \*Residence Address:

Address Line 1: | [Lookup](#)

Address Line 2:


City:

State:

Country:

Zip Code:

## Member Maintenance Add Civilian

**Air Force Reserve Order Writing Sys**  
Current Profile: System Admin

Please Select A Menu

**Utilities Menu**  
Orders Tracking  
User Maintenance  
-- Add User  
-- Maintain User  
-- View User  
User Reset  
Member Maintenance  
-- Add Military Member  
-- Maintain Military Member  
-- Add Civilian  
-- Maintain Civilian  
Override Member OWA

**Add Civilian**  
Fields marked with a red asterisk (\*) are required.  
**Personal Information:**  
\*SSN:  -  -   
\*Grade:   
\*Last Name:   
\*First Name:   
Middle Initials:   
Suffix:   
**Mail and Contact Information:**  
\* Address Line 1: | [Lookup](#)   
Address Line 2:   
\* City:   
\* State:   
\* Country:   
\* Zip Code:   
Email Address:



## Member Maintenance

### Add Civilian- Continued

#### Dependent Information:

Total Number of Dependents: 0  
Marital Status: Single  
Spouse in the military: Yes ☐ No ☒

Add Dependent

#### Duty Information:


\*PAS Code:   
Technician ID: Non-Military

#### Justification:

\*Justification:

Save Civilian

Member Maintenance  
Maintain Civilian- Inbox



Air Force Reserve Order Writing System [AROV]

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (owb)

Please Select A Menu

Utilities Menu

Orders Tracking

Member Maintenance

- Add Military Member
- Maintain Military Member
- Add Civilian
- [Maintain Civilian]

Home | Switch Profile | Change Password | My Account | Help | Logout

Maintain Civilian Inbox

Change Search Criteria

Currently sorted by: Last

| Last Name                | First Name | Middle Initial | SSN         | Grade | Technician |
|--------------------------|------------|----------------|-------------|-------|------------|
| <a href="#">MITCHELL</a> | PATRICIA   | NMI            | 123-65-9874 | E1    | 0          |

Total Records: 1

Search

By Last Name: MITCHELL


By First Name:

By SSN:


Display: 10 per page

Search

## Member Maintenance Maintain Civilian- Continued



**Air Force Reserve Order Writing System [AROV]**  
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (owb

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout


---

### Edit Civilian

---

Fields marked with a red asterisk (\*) are required.

**Personal Information:**

|                  |  |
|------------------|--|
| *SSN:            | <input type="text" value="123"/> - <input type="text" value="65"/> - <input type="text" value="9874"/>   |
| *Grade:          | <input type="text" value="E1"/>  |
| *Last Name:      | <input type="text" value="MITCHELL"/>  |
| *First Name:     | <input type="text" value="PATRICIA"/>  |
| Middle Initials: | <input type="text" value="NMI"/>   |
| Suffix:          | <input type="text"/>   |
| *Sex:            | Male <input type="radio"/> Female <input checked="" type="radio"/>   |
| *Date of Birth:  | <input type="text" value="1953/07/20"/>  <a href="#">Show Calendar</a> (YYYY/MM/DD) |

---

**Residence Address:**

|  |  |
|--|--|
| * Address Line 1:   <a href="#">Lookup</a> | <input type="text" value="1633 SW FREDRICK DR"/> |
| Address Line 2:                            | <input type="text"/>                             |
| * City:                                    | <input type="text" value="LEES SUMMIT"/>         |
| * State:                                   | <input type="text" value="Missouri"/>            |
| * Country:                                 | <input type="text" value="United States"/>       |
| * Zip Code:                                | <input type="text" value="64081"/>               |
| Email Address:                             | <input type="text"/>                             |

The Civilian SSN cannot be changed.

**Member Maintenance**  
**Maintain Civilian- Continued**

**Dependent Information:**

Total Number of Dependents: 0  
Marital Status: Single  
Spouse in the military: Yes No

Add Dependent

**Duty Information:**

\*PAS Code: A21CFLZ6  
Technician ID: Non-Military


**Justification:**

\*Justification:

Save Civilian

All fields are editable except for the SSN field.

## Override Member OWA



**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: System Admin - ALL WINGS - ALL OWAS

[Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#) [«Bottom»](#)

Please Select A Menu

Utilities Menu

Orders Tracking

User Maintenance

- Add User
- Maintain User
- View User

User Reset

Member Maintenance

- Add Military Member
- Maintain Military Member
- Add Civilian
- Maintain Civilian


Override Member OWA

### Override Member OWA


Enter SSN:

Add

## Override Member OWA- Continued

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

---

### Override Member OWA


---

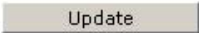
**SSN:** 111-11-1111

**Name:** SMITH, JOHN A

**Default OWA:** OWA DESCRIPTION 1

**Current OWA:** OWA DESCRIPTION 1

**New OWA:** 





## **Creating an Order (Application)**



## Finding Your Inbox

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Home :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING «Bottom»

Please Select A Menu ▾ Home | Switch Profile | Change Password | My Account | Help | Logout

Please Select A Menu

- Approvals
- Budget Analyst
- MIPDS Request
- Orders Specialist**
- Print
- Utilities

To be determined

Welcome DEBRA WATERS to the AROWS-R Home Page

Your Latest Broadcast messages:

|            |   |
|------------|---|
| 2004/09/11 | Loading AROWS test data into the database.  |
| 2003/02/14 | Creating new data for the Broadcast screen. |

«Top»


Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Click the down-arrow by **Please Select a Menu** and select **Orders Specialist** from the drop-down list. Depending on assigned role, you may not have all of the options shown on this page.


## My Inbox

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Order Specialist Inbox :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout

**Order Specialist Menu**

**[My Inbox]**



Create Application




Pull Back Application

Modify Order


Cancel Order



### Order Specialist Inbox

Change Search Criteria  1-10  Currently sorted by: Start Date

Approved Orders   To delete an item, check its box and click here => 

| Tracking Number | Status  | OCNUS | PAS Code | SSN | Name        | Start Date | End Date   | Total Days | Order Type | Routing     |                          |
|-----------------|---------|-------|----------|-----|-------------|------------|------------|------------|------------|-------------|--------------------------|
| 920543          | MOD     | N     | 86925    | 05  | E, RALPH    | 2003/08/11 | 2003/08/15 | 5          | AT         | SAVED       | <input type="checkbox"/> |
| 955593          | INITIAL | N     | 88093    | 74  | K, TODD     | 2003/09/14 | 2003/09/19 | 6          | AT         | DISAPPROVED | <input type="checkbox"/> |
| 983108          | MOD     | N     | 83311    | 78  | K, WILLIAM  | 2003/11/14 | 2003/11/16 | 3          | SCH        | SAVED       | <input type="checkbox"/> |
| 1014424         | INITIAL | Y     | 09173    | 27  | K, RYAN     | 2003/12/17 | 2003/12/19 | 3          | SCH        | SAVED       | <input type="checkbox"/> |
| 1005203         | INITIAL | N     | 09173    | 29  | T, KIM      | 2004/01/04 | 2004/01/16 | 13         | AT         | DISAPPROVED | <input type="checkbox"/> |
| 1010686         | INITIAL | Y     | 87686    | 23  | L, SHAMEKA  | 2004/01/04 | 2004/01/21 | 18         | AT         | DISAPPROVED | <input type="checkbox"/> |
| 1013427         | INITIAL | N     | 85105    | 89  | C, CHAEL    | 2004/01/08 | 2004/01/11 | 4          | AT         | UNIT        | <input type="checkbox"/> |
| 1011841         | INITIAL | N     | 85026    | 78  | N, MARY     | 2004/01/09 | 2004/01/11 | 3          | SCH        | UNIT        | <input type="checkbox"/> |
| 1013534         | INITIAL | N     | 83675    | 68  | F, LD, JOHN | 2004/01/09 | 2004/01/11 | 3          | SCH        | UNIT        | <input type="checkbox"/> |
| 1012332         | INITIAL | N     | 86549    | 83  | A, DAVID    | 2004/01/11 | 2004/01/22 | 12         | AT         | UNIT        | <input type="checkbox"/> |

To delete an item, check its box and click here => 

 1-10 

Total Records: 45

Search

By Tracking Number:

By SSN:

By Last Name:

Clicking on the **My Inbox** option on the menu allows you to display items in your inbox. You can choose to display your applications awaiting action, applications in progress and approved orders. Orders can be opened from the Inbox by clicking on the specific Tracking Number in the far left hand column.

## My Inbox (continued)..

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Order Specialist Inbox :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Modify Order  
Cancel Order

Approved Orders  To delete an item, check its box and click here =>

| Tracking Number | Status  | OCNUS | PAS Code | SSN  | Name | Start Date | End Date   | Total Days | Order Type | Routing     |                          |
|-----------------|---------|-------|----------|------|------|------------|------------|------------|------------|-------------|--------------------------|
| 920543          | MOD     | N     | 86925    | 4105 |      | 2003/08/11 | 2003/08/15 | 5          | AT         | SAVED       | <input type="checkbox"/> |
| 955593          | INITIAL | N     | 88093    | 3074 |      | 2003/09/14 | 2003/09/19 | 6          | AT         | DISAPPROVED | <input type="checkbox"/> |
| 983108          | MOD     | N     | 83311    | 4478 |      | 2003/11/14 | 2003/11/16 | 3          | SCH        | SAVED       | <input type="checkbox"/> |
| 1014424         | INITIAL | Y     | 09173    | 1127 |      | 2003/12/17 | 2003/12/19 | 3          | SCH        | SAVED       | <input type="checkbox"/> |
| 1005203         | INITIAL | N     | 09173    | 7329 |      | 2004/01/04 | 2004/01/16 | 13         | AT         | DISAPPROVED | <input type="checkbox"/> |
| 1010686         | INITIAL | Y     | 87686    | 6023 | KA   | 2004/01/04 | 2004/01/21 | 18         | AT         | DISAPPROVED | <input type="checkbox"/> |
| 1013427         | INITIAL | N     | 85105    | 0799 |      | 2004/01/08 | 2004/01/11 | 4          | AT         | UNIT        | <input type="checkbox"/> |
| 1011841         | INITIAL | N     | 85026    | 3278 |      | 2004/01/09 | 2004/01/11 | 3          | SCH        | UNIT        | <input type="checkbox"/> |
| 1013534         | INITIAL | N     | 83675    | 4568 | N    | 2004/01/09 | 2004/01/11 | 3          | SCH        | UNIT        | <input type="checkbox"/> |
| 1012332         | INITIAL | N     | 86549    | 6283 |      | 2004/01/11 | 2004/01/22 | 12         | AT         | UNIT        | <input type="checkbox"/> |

To delete an item, check its box and click here =>

1-10

Total Records: 45

**Search**

By Tracking Number:

By SSN:

By Last Name:

By First Name:

By Duty Dates:  To

By Order Type:

By PAS Code:

Display:  10 per page

«Top»

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

The **Search Box** is located below messages in your inbox. You can search for an order by criteria such as tracking number, SSN, Last Name, First Name, Duty Dates, Order Type, PAS Code and chose how many messages you would like to see per page.

## Creating An Order (Application)

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - New Application :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Help | Logout

«Bottom»

**Orders Specialist Menu**

My Inbox:

[Create Application]

Pull Back Application

Modify Order

Cancel Order

**New Application**

Enter SSN: 24

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING**
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL
- SCHOOL UPT/UNT
- TDY

«Top»

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Select **Create Application** from the menu on the left hand side of the screen.

Enter the member's **SSN**.


Select the **Order Type**. For this demonstration, we will select **Annual Training** to create an Annual Tour order.

Select the button labeled **Create Application**.

## Section 0: Overview

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Overview :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout <Bottom>

---

### Overview

|                       |                         |                               |
|-----------------------|-------------------------|-------------------------------|
| Tracking #: 1015951/0 | Name: [REDACTED] EPH DA | Start Date: 0000/00/00        |
| Order Type: AT        | SSN: [REDACTED] 24      | Report Date: 0000/00/00 00:00 |
| Status: INITIAL       | Grade: E3               | End Date: 0000/00/00          |
|                       |                         | Total Days: 0                 |

Step 0 of 6: Overview for this Application

Section: 0. Overview

---

1. [Personnel and Contact Information](#)

Home Address on File: [REDACTED] APT126  
CHEYENNE, WY 82009-0000

---

2. [Duty Purpose Information](#)

Type of Duty: ANNUAL TRAINING  
AT Type: AT  
POC: Not Set  
Phone: Not Set  
Fax: Not Set  
E-mail: Not Set

---

3. [Duty Locations and Travel](#)

| Date       | Travel By | Rental Car | Location  |
|------------|-----------|------------|---|
| 0000/00/00 | None      | No         | Unit:<br>Address: UNITED STATES<br>Duty With:                 |
| 0000/00/00 | None      | No         | Unit: HOME<br>Address: [REDACTED] APT126<br>[REDACTED] 9-0000 |

---

4. [Tour](#)

The Overview screen shows the seven steps involved in creating an order (application). They are:

1. Personnel and Contact Info
2. Duty Purpose Information
3. Duty Locations and Travel
4. Tour
5. Paragraph Selection
6. Justification
7. Funding

There are four different ways to initiate the order process. You can click on the Numbered links, click on the Edit button located to the right of each of the numbered links, select a section from the Section drop-down list or use the Next navigational button near the bottom of the screen.

## Overview Screen (continued)...

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Overview :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

---

2. [Duty Purpose Information](#) [Edit](#)

Type of Duty: ANNUAL TRAINING  
AT Type: AT  
POC: Not Set  
Phone: Not Set  
Fax: Not Set  
E-mail: Not Set

---

3. [Duty Locations and Travel](#) [Edit](#)

| Date       | Travel By | Rental Car | Location  |
|------------|-----------|------------|---|
| 0000/00/00 | None      | No         | Unit:<br>Address: UNITED STATES<br>Duty With:                             |
| 0000/00/00 | None      | No         | Unit: HOME<br>Address: 4706 MOUNTAIN RD APT126<br>CHEYENNE, WY 82009-0000 |

---

4. [Tour](#) [Edit](#)

Govt Travel Charge Card: Not Set

---

5. [Paragraph Selection](#) [Edit](#)

---

6. [Justification](#) [Edit](#)

Reviewed By Unit Reviewer: No  
Justification: Not Set  
AT/ADT over 29 Days: Not Set

---

[Next](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

«Top»

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

There are several navigational buttons near the bottom of the screen.

The **Next** button will take you to the next section.

The **Save** button can and should be used to save information at the end of each section.

The **Save and Close** button can be used to save and close the process to be completed at another time.

The **Save and Route** button can be used to save the process and route it to the next approval authority.


The **Cancel Changes** button can be used to cancel any changes made since the last save.

Click the Next button to take you to **Section 1: Personnel Information**.



## Section One: Personnel Information

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Personnel Info :: - Microsoft Internet Explorer



File Edit View Favorites Tools Help


 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout 

**Personnel Info**

|                       |   |                               |
|-----------------------|---|-------------------------------|
| Tracking #: 1015959/0 | Name:  | Start Date: 0000/00/00        |
| Order Type: AT        | SSN:   | Report Date: 0000/00/00 00:00 |
| Status: INITIAL       | Grade: E3   | End Date: 0000/00/00          |
|                       |   | Total Days: 0                 |

Step 1 of 6: Personnel and Contact Information Section: 1. Personnel Info 

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Contact Information**

Contact Email: [J.HAYEK@FSFFINANCIAL.COM](mailto:J.HAYEK@FSFFINANCIAL.COM)  
Contact Phone: 414-393-6262

**Home Address and Delivery Address Information**  
*If you live at an apartment, the apartment number must be in the Street Address!  
Your address should not be a Post Office (P.O.) box if you intend for it to be a delivery address.*

Home Address on File: 4708 MOUNTAIN RD APT126  
CHEYENNE, WY 82009-0000

\* Is this order in support of an official contingency? ☐ Yes ☒ No

Does Member wish to supply a new departure address and phone number? ☐ Yes ☒ No

Does Member wish to supply an alternate delivery address and phone number for paper airline tickets? ☐ Yes ☒ No

**Other Information**

[View all of the Military Member's Personnel Information](#)

### Contact Information- Email and Phone

Should show member's supervisor at the duty location. Clicking on the email address shown will allow you to send the person an email.

### Home Address and Delivery Address Information-

Home address on file reflects the address shown in MILPDS.

If the order is used in support of contingency, the address cannot be changed by regulation.  
If the member wishes to supply a new departure address and phone number, the Yes option should be clicked.

## Section One: Personnel Information (continued)

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Personnel Info :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Total Days: 0

Step 1 of 6: Personnel and Contact Information Section: 1. Personnel Info

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Contact Information

Contact Email: [REDACTED]@L.COM

Contact Phone: [REDACTED]

Home Address and Delivery Address Information

If you live at an apartment, the apartment number must be in the Street Address!  
Your address should not be a Post Office (P.O.) box if you intend for it to be a delivery address.

Home Address on File: 4708 [REDACTED] APT126  
CHEYENNE WY 82009

\* Is this order in support of an official contingency? ☐ Yes ☒ No

Does Member wish to supply a new departure address and phone number? ☒ Yes ☐ No

\* New Address Line 1 | [Lookup](#) 4708 MOUNTAIN RD APT126

New Address Line 2 [REDACTED]

\* New City CHEYENNE

\* New State WY

\* New Country [REDACTED]

\* New Zip Code 82009

\* New Phone Number [REDACTED]

Does Member wish to supply an alternate delivery address and phone number for paper airline tickets? ☐ Yes ☒ No

Other Information

[View all of the Military Member's Personnel Information](#)

Previous Next Save Save & Close Save & Route Cancel Changes

«Top»

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Clicking the **Yes** option will display an area for the new departure address information. This departure address will only be in effect for this order and is only needed if different than the home address on file.

If member wishes to supply a different delivery address and phone number for paper tickets they should choose the **Yes** option for this question. The tickets will be mailed to this address when different from the home address on file. This change of address will not effect the MILPDS information.

Clicking on the link near the bottom of the screen **View all of the Military Member's Personnel Information** will display the entire contents of the member's MilPDS record.

From this screen you can go to the previous Overview Screen by clicking on the button labeled **Previous** near the bottom of the screen. You should click the **Save** button to save the information you have entered. You can also click the button labeled **Next** to take you to Section 2: Duty Purpose.



## Section Two: Duty Purpose

Track This Application | View Application Details | Print Draft/Official Order

|                       |                            |                               |
|-----------------------|----------------------------|-------------------------------|
| Tracking #: 1016134/0 | Name: POMERLEAU, JOSEPH DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: 002663324             | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3                  | End Date: 2005/09/01          |
|                       |                            | Total Days: 1                 |

Step 2 of 7: Duty Purpose Information      Section: 2. Duty Purpose

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Conversion Information  
Will drills(IDT) be performed in conjunction with this set of orders?    ☐ Yes ☒ No

Point of Contact Information  
Point of Contact      
Phone      
Fax      
Email   

IMA's Supervisor Information  
IMA's Supervisor Email Address   

PCS/HHG Information  
\* Is House Hold Goods (HHG) applicable on this order?    ☐ Yes ☒ No  
Estimated total cost for House Hold Goods      
\* Is this a Permanent Change of Station (PCS) order?    ☐ Yes ☒ No

Previous    Next    Delete    Save    Save & Close    Save & Route    Cancel Changes

Version: 0.3      Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING      Internet

If the member is performing an IDT in conjunction with an Annual Tour, select this option.

Point of Contact for Duty Location should be entered as well as IMA Supervisor Information.

Permanent Change of Station/ Household Goods Information should be entered if applicable.

This section is not used for annual tour orders, but would be used for any tour authorizing HHG, or any PCS tour.

If Household Goods are applicable on this order, the estimated total cost should be entered by the Order Specialist.

If PCS is applicable on this order, the number of authorized vehicles for the move should be entered and any dependents who will be accompanying the member should be selected.

The **Save** button should be clicked to save any information entered in Section Two.

The button labeled **Next** to take you to Section 3: Duty Locations and Travel.

## Section Three: Duty Locations and Travel

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### Duty Locations

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                             |                               |
|-----------------------|-----------------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: POMERLEAU, JOSEPH D A | Start Date: 2005/09/06        |
| Order Type: AT        | SSN: 002663324              | Report Date: 2005/09/06 07:30 |
| Status: INITIAL       | Grade: E3                   | End Date: 2005/09/06          |
|                       |                             | Total Days: 1                 |

Step 3 of 7: Duty Locations and Travel

Section: 3. Duty Locations

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Location Information

☒ VOCO Order

\* Travel Start Date: 2005/09/01

\* Initial Report Date/Time: 2005/09/01 07:30 [7:30 AM]

\* End Date for this Location: 2005/09/01

Duty Location | [Lookup](#) [Get Address](#) [Get Home Station](#)

\* Unit Name, FAS, Motel/Hotel Etc.

\* Address Line 1 | [Lookup](#)

Address Line 2

\* Country: United States

\* City

\* State/Province

Zip Code

PERSTEMPO Information | [Select](#)

\* Counted towards Burdensome High Deployment Pay? None Selected

\* PERSTEMPO Location Code None Selected

\* PERSTEMPO Purpose Code Definition None Selected

Duty Status None Selected

HOME: CHEYENNE, WY

Depart on: 2005/09/06

1. UNITED STATES [Edit](#)

|                           |                |                      |
|---------------------------|----------------|----------------------|
| <a href="#">Travel by</a> | None           | <a href="#">Edit</a> |
| Start Date                | 2005/09/06     |                      |
| Duty Thru                 | 2005/09/06     |                      |
| <a href="#">Per Diem</a>  | Not Authorized | <a href="#">Edit</a> |

HOME: CHEYENNE, WY

|                           |            |                      |
|---------------------------|------------|----------------------|
| <a href="#">Travel by</a> | None       | <a href="#">Edit</a> |
| Arrive on                 | 2005/09/06 |                      |

Check VOCO Order if applicable.

Select the **Travel Start Date**, **Report Date** and **End Date** by clicking on the down-arrows to access the calendar tool.

Select the **Initial Report Time** by clicking on the down-arrow to the right of the calendar tool for Initial Report Date and selecting a time from the list.

Select the **Duty Location** using the **Lookup** link.

Click on the link **Get Home Station** if the member's home station or record should be used as the Duty Location, This will populate all of the address information. This address information can also be added to the form manually by typing the information in for each field.

PersTempo Information can be entered by clicking on the **Select** link which will bring up the PersTempo Code Table.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - PersTempo Purpose Selection :: - Microsoft Internet Explorer

☐ This period of duty should be counted towards Burdensome PERSTEMPO High Deployment Pay.

|                       | PERSTEMPO | Duty Status | Description                                  |
|-----------------------|-----------|-------------|--|
| <input type="radio"/> | E         | 70          | Operations (PID) (within 100 miles) (No pay) |
| <input type="radio"/> | F         | 70          | Exercise (PID) (within 100 miles) (No pay)   |
| <input type="radio"/> | F         | 71          | Exercise (PID) (within 100 miles) (No pay)   |
| <input type="radio"/> | G         | 72          | Unit Training (within 100 miles) (No pay)    |
| <input type="radio"/> | H         | 73          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 74          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 75          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 76          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 77          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 78          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 79          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 80          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 81          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 82          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | I         | 22          | Individual Training - School TDY (No pay)    |
| <input type="radio"/> | J         | 19          | Home Station Training (No pay)               |
| <input type="radio"/> | J         | 62          | Home Station Training (No pay)               |
| <input type="radio"/> | L         | 8           | Hospitalization (No pay)                     |
| <input type="radio"/> | L         | 13          | Hospitalization (No pay)                     |
| <input type="radio"/> | M         | 4           | Discipline (No pay)                          |
| <input type="radio"/> | M         | 5           | Discipline (No pay)                          |
| <input type="radio"/> | M         | 16          | Discipline (No pay)                          |
| <input type="radio"/> | M         | 17          | Discipline (No pay)                          |
| <input type="radio"/> | N         | 84          | Individual Training w/Travel (IDT w/TVL)     |
| <input type="radio"/> | P         | 85          | Funeral Honors Duty (No pay)                 |

Done Internet

The codes displayed will depend on whether or not the tour should be counted towards burdensome PersTempo High Deployment pay. You will make this selection at the top of this screen.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - PersTempo Purpose Selection :: - Microsoft Internet Explorer

### PersTempo Purpose Selection

☒ This period of duty should be counted towards Burdensome PERSTEMPO High Deployment Pay.

|                       | PERSTEMPO | Duty Status | Description                      |
|-----------------------|-----------|-------------|----------------------------------|
| <input type="radio"/> | A         | 20          | Operations (PID)                 |
| <input type="radio"/> | B         | 20          | Exercise (PID)                   |
| <input type="radio"/> | B         | 21          | Exercise (PID)                   |
| <input type="radio"/> | C         | 66          | Unit Training                    |
| <input type="radio"/> | D         | 24          | Mission Support                  |
| <input type="radio"/> | D         | 25          | Mission Support                  |
| <input type="radio"/> | D         | 26          | Mission Support                  |
| <input type="radio"/> | D         | 27          | Mission Support                  |
| <input type="radio"/> | D         | 29          | Mission Support                  |
| <input type="radio"/> | D         | 61          | Mission Support                  |
| <input type="radio"/> | D         | 63          | Mission Support                  |
| <input type="radio"/> | D         | 64          | Mission Support                  |
| <input type="radio"/> | D         | 65          | Mission Support                  |
| <input type="radio"/> | D         | 67          | Mission Support                  |
| <input type="radio"/> | K         | 31          | Home Station Local Area Training |

PERSTEMPO Location Code:

[Select](#) [Close](#)

Click by the appropriate code in the table to select it and then select a PersTempo Location Code by clicking on the down-arrow and selecting a location from the list. Click **Select** near the bottom of the form to complete the selection.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Duty Location | [Lookup](#) [Get Address](#) [Get Home Station](#)

\* Unit Name, FAS, Motel/Hotel Etc.

\* Address Line 1 | [Lookup](#)

Address Line 2

\* Country

\* City

\* State/Province

Zip Code

PERSTEMPO Information | [Select](#)

\* Counted towards Burdensome High Deployment Pay? YES

\* PERSTEMPO Location Code GEORGIA

\* PERSTEMPO Purpose A

Code Definition Operations (PID)

Duty Status 20

\* Is this the Primary Perstempo Code? ☐ Yes ☒ No

Per Diem & Travel Information

\* Is this within the corporate city limits of Member's residence? ☐ Yes ☒ No

\* Is this within commuting distance from Member's residence? ☐ Yes ☒ No

\* Does Member wish to commute vice staying in billeting? ☐ Yes ☒ No

Field Condition Dates  to

(if applicable)

At this point, you can [Fill out Travel to this Location](#)  
[Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Delete this Location](#)  
[Fill out Travel for the last leg](#)

Previous Next Save Save & Close Save & Route Cancel Changes

Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Your selection will populate the Pers Tempo Information fields.

For now, select Yes to indicate that this is the primary PersTempo code. In the future, we will be able to select a PersTempo code for multiple duty locations. At that time, you will need to identify one location as the primary.


### Per Diem and Travel Information

Selecting No to each Per Diem and Travel question will display another applicable question to be answered. Field Condition Dates can be entered using the calendar tool if applicable.


If the member is not commuting, you need to select the link titled **Fill out the Travel to This Location.**

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING



Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»


[Inbox](#) >> Application Detail

**Travel**

---


[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

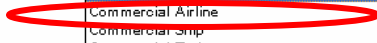
|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1015967/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/02 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/16          |
|                       |  | Total Days: 16                |

Step 3 of 6: Duty Locations and Travel Section:  3. Duty Locations

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Travel Options

\* Mode of Transportation 

At this point, you can 

Local Or Will Commute - No TVL

Local Or Will Commute - No TVL

Commercial Airline

Commercial Ship

Commercial Train

Commercial Bus

Commercial Rental Vehicle

Government Airplane

Government Vehicle

Government Ship

Personal Plane - Adv to Govt

Personal Automobile - Adv to Govt

Personal Motorcycle - Adv to Govt

Personal Airplane - Not Adv to Govt

Personal Automobile - Not Adv to Govt

Personal Motorcycle - Not Adv to Govt

Passenger in a POV

|   |                                     |
|---|-------------------------------------|
| HOME: CHEYENNE, WY                              |                                     |
| Depart on                                       | 2005/09/01                          |
| <b>1. WANER ROBINS, GA</b> <a href="#">Edit</a> |                                     |
| <a href="#">Travel by</a>                       | None <a href="#">Edit</a>           |
| Start Date                                      | 2005/09/01                          |
| Duty Thru                                       | 2005/09/16                          |
| <a href="#">Per Diam</a>                        | Not Authorized <a href="#">Edit</a> |
| HOME: CHEYENNE, WY                              |                                     |
| <a href="#">Travel by</a>                       | None <a href="#">Edit</a>           |
| Arrive on                                       | 2005/09/16                          |

[Previous](#) [Next](#) [Delete](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)


«Top»

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)


The first step in travel is selecting the mode of transportation. It can be selected by clicking the down-arrow by the Mode of Transportation field and selecting from the list. Depending on your selection, other questions may need to be answered. For this example, Commercial Airline is being selected.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING


Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

---

**Travel**


---

|                       |                           |                               |
|-----------------------|---------------------------|-------------------------------|
| Tracking #: 1016136/0 | Name: MCINNIS, MICHAEL BR | Start Date: 2005/09/07        |
| Order Type: AT        | SSN: 003681229            | Report Date: 2005/09/07 07:30 |
| Status: INITIAL       | Grade: E3                 | End Date: 2005/09/07          |
|                       |                           | Total Days: 1                 |

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations 

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Travel Options

\* Mode of Transportation  Commercial Airline

\* Departure Airport [Lookup](#) Not Set

\* Arrival Airport Not Set

Award YCA Fare

At this point, you can

[Fill out Per Diem at this Location](#)

[Add Another Location](#)


[Edit Location Information](#)

[Fill out Travel for the last leg](#)

HOME: VALDOSTA , GA

Depart on 2005/09/07

1. MONTGOMERY, AL [Edit](#)

 [Travel by](#) None [Edit](#)

Start Date 2005/09/07

Duty Thru 2005/09/07

[Per Diem](#) Not Set [Edit](#)

HOME: VALDOSTA , GA

[Travel by](#) None [Edit](#)

Arrive on 2005/09/07

Previous Next Save Save & Close Save & Route Cancel Changes

Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#) «Top»

Click on the link titled **Lookup** beside Departure Airport to select Departure and Arrival Airports.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Airport Locations :: - Microsoft Internet Explorer

### Airport Locations

Departure Airport: Airports Nearest to Location  
CYS Cheyenne, WY (Cheyenne Municipal Airport) 6.7 mile(s)

Arrival Airport: Airports by US State: GEORGIA  
ATL Atlanta, GA (Hartsfield International)

Select Close


Done Internet

You can select airports nearest to the location, Airports by Country or US State. The Select button should be clicked when you are finished with selection criteria.




http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**



Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING



Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

[Inbox](#) >> Application Detail

**Travel**


[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1015967/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/02 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/16          |
|                       |  | Total Days: 16                |

Step 3 of 6: Duty Locations and Travel Section:  3. Duty Locations 

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Travel Options

\* Mode of Transportation  Commercial Airline

\* Departure Airport CYS Cheyenne WY USA

\* Arrival Airport | [Lookup](#) ATL Atlanta GA USA

Award YCA Fare 700.00

\* Was member authorized to purchase own commercial ticket? ☐ No ☐ Yes

At this point, you can [Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

|   |                              |
|---|------------------------------|
| HOME: CHEYENNE, WY                              |                              |
| Depart on                                       | 2005/09/01                   |
| <b>1. WANER ROBINS, GA</b> <a href="#">Edit</a> |                              |
| Travel by                                       | Airline <a href="#">Edit</a> |
| Start Date                                      | 2005/09/01                   |
| Duty Thru                                       | 2005/09/16                   |
| Per Diem  | Not Set <a href="#">Edit</a> |
| HOME: CHEYENNE, WY                              |                              |
| Travel by                                       | None <a href="#">Edit</a>    |
| Arrive on                                       | 2005/09/16                   |

[Previous](#) [Next](#) [Delete](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

«Top»

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

The Departure and Arrival Airports will become populated with the information you selected. If a city pairs cost is found, AROWS will display the cost. If there is no city pairs cost, AROWS will default a \$350 cost for CONUS travel and a \$700 cost for OCONUS travel.

Now you should select the link titled: **Fill out Per Diem at this Location.**

... AROWS-R - Per Diem ... - Microsoft Internet Explorer

File Edit View Favorites Tools Help

---

### Per Diem

[Track This Application](#) | 
 [View Application Details](#) | 
 [Print Draft/Official Order](#)

---

|                      |                  |                               |
|----------------------|------------------|-------------------------------|
| Tracking #: 10159670 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT       | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL      | Grade: E3        | End Date: 2005/09/16          |
|                      |                  | Total Days: 16                |

Step 3 of 6: Duty Locations and Travel Section: 3. Duty Locations

---

[Help](#) is available by clicking on the field labels.  
 Fields marked with a red asterisk (\*) are required.

Per Diem Location  
 \* Per Diem Location | [Lookup](#) Not Set

Rental Car Information  
 \* Is a rental car required? ☐ Yes ☒ No

Quarters and Messing  
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters   
 \* Messing

At this point, you can  
[Fill out Travel to this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

HOME: CHEYENNE, WY

|                            |            |                      |
|----------------------------|------------|----------------------|
| Depart on                  | 2005/09/01 |                      |
| <b>1. WANER ROBINS, GA</b> |            |                      |
| Travel by                  | Airline    | <a href="#">Edit</a> |
| Start Date                 | 2005/09/01 | <a href="#">Edit</a> |
| Duty Thru                  | 2005/09/16 |                      |
| Per Diem                   |            | <a href="#">Edit</a> |

HOME: CHEYENNE, WY

|           |            |                      |
|-----------|------------|----------------------|
| Travel by | None       | <a href="#">Edit</a> |
| Arrive on | 2005/09/16 |                      |

«Top»

Use of this system constitutes agreement with THIS statement in conjunction with the [PRIVACY ACT STATEMENT](#)

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING Internet

Click the **Lookup** link next to **Per Diem location** to find the location.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Per Diem Locations :: - Microsoft Internet Explorer

Per Diem Locations

STATE: GEORGIA

LOCALITY CITY/COUNTY: ROBINS AFB / HOUSTON

[Select](#) [Close](#)

Internet

Select the **State** from the drop down list. Once you have selected a state, the **Locality City/County** list box will be displayed. Click on the **down-arrow** to make this selection and then click on the link labeled **Select**.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Per Diem :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#) [«Bottom»](#)

[Inbox](#) >> Application Detail

### Per Diem

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                      |                  |                               |
|----------------------|------------------|-------------------------------|
| Tracking #: 10159670 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT       | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL      | Grade: E3        | End Date: 2005/09/16          |
|                      |                  | Total Days: 16                |

Step 3 of 6: Duty Locations and Travel Section: 3. Duty Locations

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Per Diem Location  
 \* Per Diem Location | [Lookup](#) ROBINS AFB/GEORGIA  
 01/01-12/31  
 Max Lodging: \$55  
 Max Meals: \$28

Rental Car Information  
 \* Is a rental car required? ☐ Yes ☒ No

Quarters and Messing  
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters

\* Messing

At this point, you can [Fill out Travel to this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)

HOME: CHEYENNE, WY

Depart on 2005/09/01

**1. WANER ROBINS, GA** [Edit](#)

[Travel by](#) Airline [Edit](#)

Start Date 2005/09/01

Duty Thru 2005/09/16

[Per Diem](#) [Edit](#)

HOME: CHEYENNE, WY

[Travel by](#) None [Edit](#)


Arrive on 2005/09/16

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING Internet


The Per Diem Location information will be populated. Rental Car information needs to be completed. If you select Yes for Rental Car option, you will be asked to select the type of vehicle and provide justification. You should click the down-arrows and select Quarters and Messing availability information. At this point, if there are no changes to be made or other locations to be added, you will need to select the link titled : **Fill out Travel for the Last Leg**. When you select this option, you will again select the Departing and Arriving airports for the return home.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING


Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout

[Inbox](#) >> Application Detail

**Travel**


[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                            |                               |
|-----------------------|----------------------------|-------------------------------|
| Tracking #: 1016135/D | Name: POMERLEAU, JOSEPH DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: 002663324             | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3                  | End Date: 2005/09/02          |
|                       |                            | Total Days: 2                 |

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations 

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Travel Options

\* [Mode of Transportation](#)  Commercial Airline

\* [Departure Airport](#) [Lookup](#) ATL Atlanta GA USA

\* [Arrival Airport](#) Not Set

Award YCA Fare 700.00

\* Was member authorized to purchase own commercial ticket? ☐ No ☒ Yes

\* [Approved By](#): PM

At this point, you can [Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

HOME: CHEYENNE, WY

Depart on 2005/09/01

1. MONTGOMERY, AL [Edit](#)

[Travel by](#) Airline [Edit](#)

Start Date 2005/09/01

Duty Thru 2005/09/02

[Per Diem](#) CHEYENNE NAVAL RESERVE CTR, WYOMING [Edit](#)

HOME: CHEYENNE, WY

[Travel by](#) Airline [Edit](#)

Arrive on 2005/09/02

Previous Next Delete Save Save & Close Save & Route Cancel Changes


Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

The member's itinerary is now complete. From home to duty location and back home. This is shown in the Itinerary box on the right.


The **Save** button should be clicked to save any information entered in Section Three. Click the button labeled **Next** and you will be asked if you want to add another location.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**



Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout


[Inbox](#) >> Application Detail

### Duty Locations

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1016135/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/02          |
|                       |  | Total Days: 2                 |

Step 3 of 7: Duty Locations and Travel

Section:  3. Duty Locations

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Do you wish to add another location? ☐ Yes ☒ No

HOME: CHEYENNE, WY

Depart on 2005/09/01

1. MONTGOMERY, AL [Edit](#)

[Travel by](#) Airline [Edit](#)

Start Date 2005/09/01

Duty Thru 2005/09/02

[Per Diem](#) CHEYENNE NAVAL RESERVE CTR, WYOMING [Edit](#)

HOME: CHEYENNE, WY

[Travel by](#) Airline [Edit](#)

Arrive on 2005/09/02

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Version: 0.3 Use of this system constitutes agreement with THIS statement in conjunction with the [PRIVACY ACT STATEMENT](#)

You can add other locations by selecting Yes to the question. For every location you will have to select the Mode of Travel and Per Diem.

If there are no other locations to add, click the **Next** button to continue to Section Four: Tour.

## Section Four: Tour

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Tour :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### Tour

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                  |                               |
|-----------------------|------------------|-------------------------------|
| Tracking #: 1015967/0 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL       | Grade: E3        | End Date: 2005/09/16          |
|                       |                  | Total Days: 16                |

Step 4 of 6: Tour

Section: 4. Tour

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

GTCC Information | [Select](#)

|  |               |
|--|---------------|
| * Does the Member have a Government Travel Charge Card (GTCC)? | None Selected |
| * Description:   | None Selected |
| * Type of Account:   | None Selected |

---

|   |   |
|---|---|
| Has variation of itinerary been authorized?                     | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has dual lodging been authorized?                               | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has in and around mileage been authorized?                      | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has mixed mode of travel been authorized?                       | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has limited long distance phone calls home been authorized?     | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Will the Member be performing duty in a combat zone?            | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Is the Member requesting 150% AEA?                              | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Is the Member requesting 300% AEA?                              | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Is the Member taking leave in Conjunction?                      | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Member is a reservist performing TDY while on active duty tour? | Yes <input type="radio"/> No <input checked="" type="radio"/> |

If excess baggage has been authorized:

|      |                          |
|------|--------------------------|
| 0    | Number Of Excess Baggage |
|      | Weight Not To Exceed     |
| 0.00 | Total Cost               |

---

Registration Information

Is there a Registration Fee? Yes ☐ No ☒

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Internet

The first step in Section Four is to select the **Government Travel Charge Card Information**. Click on the **Select** link to choose these options.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Tour :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## Tour

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                      |                  |                               |
|----------------------|------------------|-------------------------------|
| Tracking #: 10159670 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT       | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL      | Grade: E3        | End Date: 2005/09/16          |
|                      |                  | Total Days: 16                |

Step 4 of 6: Tour Section: 4. Tour

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

GTCC Information | [Select](#)

\* Does the Member have a Government Travel Charge Card (GTCC)? YES  
 \* Description: NO ADVANCE AUTHORIZED  
 \* Type of Account: INDIVIDUALLY BILLED ACCOUNT(IBA)

---

Has variation of itinerary been authorized? Yes ☐ No ☒

Has dual lodging been authorized? Yes ☐ No ☒

Has in and around mileage been authorized? Yes ☐ No ☒

Has mixed mode of travel been authorized? Yes ☐ No ☒

Has limited long distance phone calls home been authorized? Yes ☐ No ☒

Will the Member be performing duty in a combat zone? Yes ☐ No ☒

Is the Member requesting 150% AEA? Yes ☐ No ☒

Is the Member requesting 300% AEA? Yes ☐ No ☒

Is the Member taking leave in Conjunction? Yes ☐ No ☒

Member is a reservist performing TDY while on active duty tour? Yes ☐ No ☒

If excess baggage has been authorized:

0 Number Of Excess Baggage

Weight Not To Exceed

0.00 Total Cost

---

Registration Information

Is there a Registration Fee? Yes ☐ No ☒

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Internet

The **Travel Card** information will then be populated.

This section also allows you to make selections from other special authorizations. Clicking Yes to an option will expand the question for further justification.

The **Save** button should be clicked to save any information entered in Section Four.

Click the button labeled **Next** to move on to Section Five: Paragraph Selection

This was formerly referred to as the Remarks Section.



## Section Five: Paragraph Selection

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Paragraphs :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

[Inbox](#) >> Application Detail

### Paragraphs

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                     |                               |
|-----------------------|---------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: [redacted] DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: 002003024      | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3           | End Date: 2005/09/02          |
| Total Days: 2         |                     |                               |

Step 5 of 7: Paragraph Selection Section: 5. Paragraphs

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[Go to Non-Standard Paragraphs](#)

[Add Paragraphs](#)

Miscellaneous Standard Paragraphs

| Action                 | Code | Paragraph Text |
|------------------------|------|----------------|
| No paragraphs selected |      |                |

[Add Paragraphs](#)

Non-Standard Paragraphs

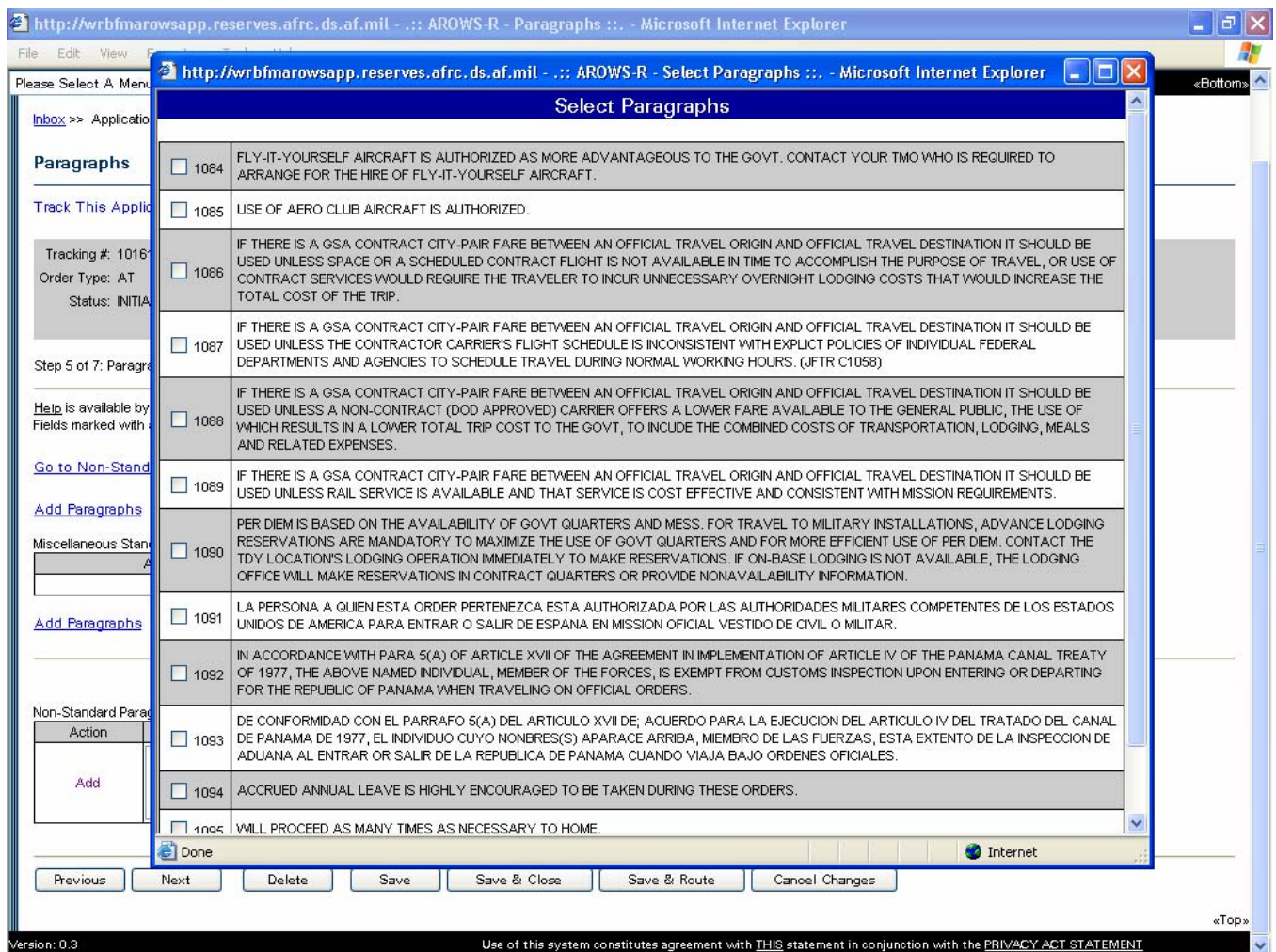
| Action | Paragraph Text |
|--------|----------------|
| Add    |                |

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Paragraphs are what we refer to as “Remarks”.

First, you should select the **Go to Non-Standard Paragraphs** link and select a paragraph that is pre-approved by HQ or you can select a standard paragraph by clicking on the line **Add Paragraphs**.



Make a selection from the standard paragraphs.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Paragraphs :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

[Inbox](#) >> Application Detail

### Paragraphs

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                     |                               |
|-----------------------|---------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: [REDACTED] DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: [REDACTED]     | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3           | End Date: 2005/09/02          |
|                       |                     | Total Days: 2                 |

Step 5 of 7: Paragraph Selection Section: 5. Paragraphs

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[Go to Non-Standard Paragraphs](#)

[Add Paragraphs](#)

Miscellaneous Standard Paragraphs

| Action                 | Code | Paragraph Text |
|------------------------|------|----------------|
| No paragraphs selected |      |                |

[Add Paragraphs](#)

---

Non-Standard Paragraphs

| Action              | Paragraph Text |
|---------------------|----------------|
| <a href="#">Add</a> |                |

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#) «Top»


To add a non-standard paragraph, enter the text and click the **Add** link. You can add several non-standard paragraphs to each order, however, those remarks will not be saved for further selection in other orders.

After selecting all paragraphs, click the **Next** button to go to Section 6: Justification.


## Section Six: Justification

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Justification :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**


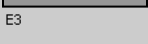
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING


Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

[Inbox](#) >> Application Detail

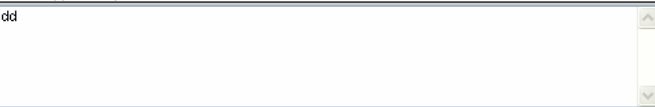
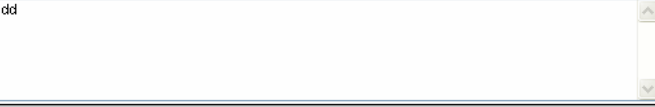

### Justification





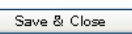
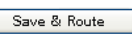

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1016135/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/02          |
|                       |  | Total Days: 2                 |

Step 6 of 7: Justification Section:  6. Justification

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

|                                 |  |
|---------------------------------|--|
| General Comments/Justifications |    |
| Justification for Hard Holds    |   |
| Justification for Waivers       |  |

Version: 0.3 «Top»

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Enter “justification” in the text boxes provided and then click the **Save** button. Member and/or order specialist can provide justifications prior to routing and approval as needed.

Click the **Next** button to go to Section 7: Funding Information.

## Section 7: Funding

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Funding :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

|                       |                            |                               |
|-----------------------|----------------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: POMERLEAU, JOSEPH DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: 002663324             | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3                  | End Date: 2005/09/02          |
|                       |                            | Total Days: 2                 |

Step 7 of 7: Funding Information Section: 7. Funding Information

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[View Order Cost](#)

| Total Travel Cost    |                 |         |           |              |                         |                   |
|----------------------|-----------------|---------|-----------|--------------|-------------------------|-------------------|
| Action               | Rental Car Cost | Airfare | Misc Cost | Lodging Cost | Messing and Incidentals | Total Travel Cost |
| <a href="#">Edit</a> | 0.00            | 0.00    | 34.00     | 55.00        | 28.00                   | 117.00            |

| Pay & Allowance      |      |               |  |
|----------------------|------|---------------|--|
| Action               | FY   | Fund Citation |  |
| <a href="#">Edit</a> | 2005 | None Selected |  |

| Travel & Per Diem    |      |                          |   |
|----------------------|------|--------------------------|---|
| Action               | FY   | Other Funding            | Fund Citation                               |
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 110110 72115 28030F 678000 |

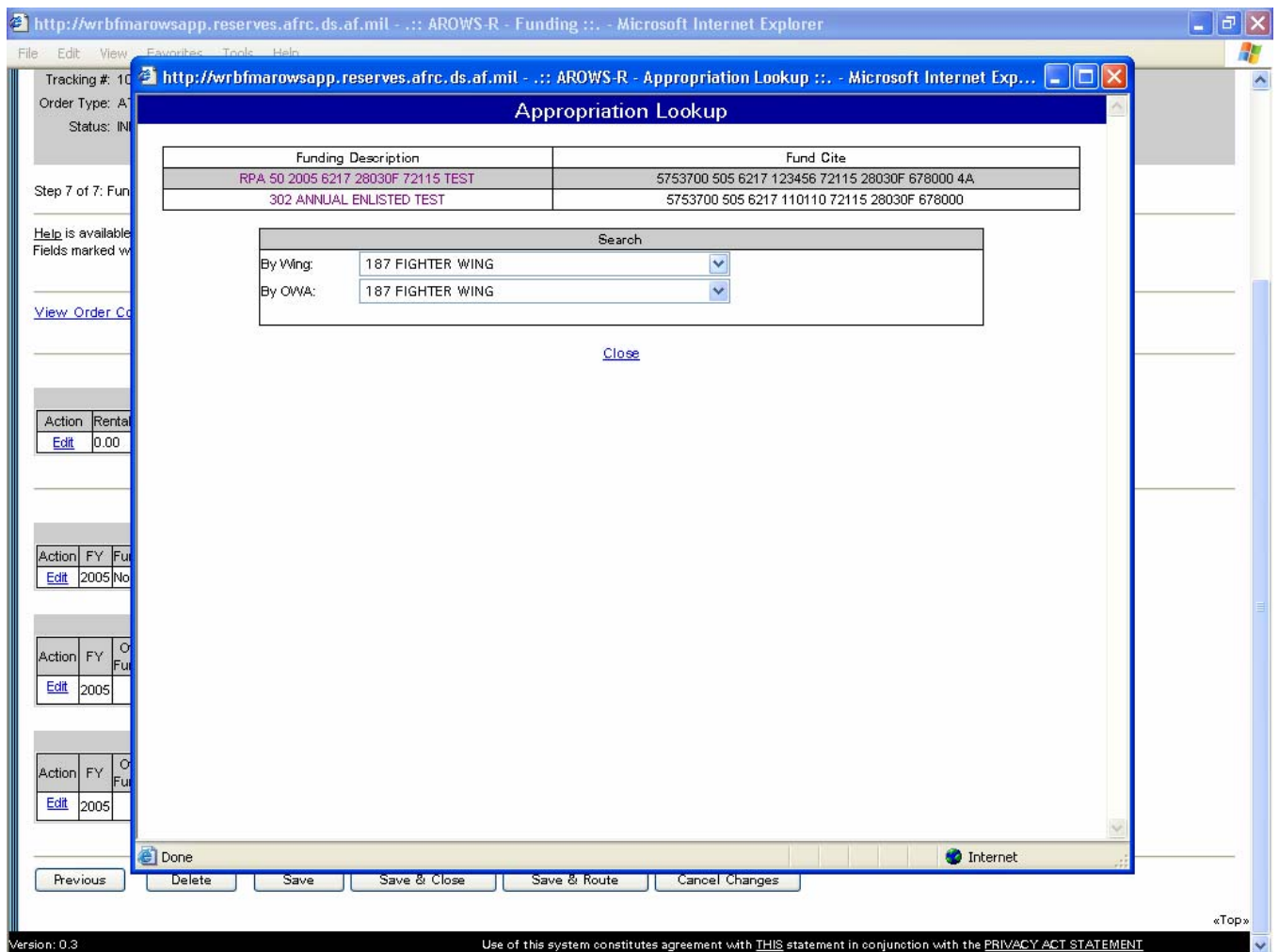
| Rental Car           |      |                          |  |
|----------------------|------|--------------------------|--|
| Action               | FY   | Other Funding            | Fund Citation                                  |
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 123456 72115 28030F 678000 4A |

[Previous](#)
[Delete](#)
[Save](#)
[Save & Close](#)
[Save & Route](#)
[Cancel Changes](#)

Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

«Top»

This screen provides the member and/or order specialist the ability to select fund cites for this order.



Funding is selected based on Wing and OWA structure. For each OWA, the order specialist can view those fund cites available for selections. After selecting the fund cite, the application updates the screen.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Funding :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

|                       |                            |                               |
|-----------------------|----------------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: POMERLEAU, JOSEPH DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: 002663324             | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3                  | End Date: 2005/09/02          |
|                       |                            | Total Days: 2                 |

Step 7 of 7: Funding Information Section: 7. Funding Information

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[View Order Cost](#)

| Total Travel Cost    |                 |         |           |              |                         |                   |
|----------------------|-----------------|---------|-----------|--------------|-------------------------|-------------------|
| Action               | Rental Car Cost | Airfare | Misc Cost | Lodging Cost | Messing and Incidentals | Total Travel Cost |
| <a href="#">Edit</a> | 0.00            | 0.00    | 34.00     | 55.00        | 28.00                   | 117.00            |

| Pay & Allowance      |      |               |  |
|----------------------|------|---------------|--|
| Action               | FY   | Fund Citation |  |
| <a href="#">Edit</a> | 2005 | None Selected |  |

| Travel & Per Diem    |      |                          |   |
|----------------------|------|--------------------------|---|
| Action               | FY   | Other Funding            | Fund Citation                               |
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 110110 72115 28030F 678000 |

| Rental Car           |      |                          |  |
|----------------------|------|--------------------------|--|
| Action               | FY   | Other Funding            | Fund Citation                                  |
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 123456 72115 28030F 678000 4A |

[Previous](#)
[Delete](#)
[Save](#)
[Save & Close](#)
[Save & Route](#)
[Cancel Changes](#)

Version: 0.3 Use of this system constitutes agreement with THIS statement in conjunction with the [PRIVACY ACT STATEMENT](#)

To complete the process, the member and/or order specialist needs to click an appropriate button to move the order along to the next process.

This completes the seven steps for order creation.

## Pull Back Order/Modify Order/ Cancel Order

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Home :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Help | Logout

Orders Specialist Menu

My Inbox

Create Application

Pull Back Application

Modify Order

Cancel Order

Welcome DEBRA WATERS to the AROWS-R Home Page

Your Latest Broadcast messages:

|            |   |
|------------|---|
| 2004/09/11 | Loading AROWS test data into the database.  |
| 2003/02/14 | Creating new data for the Broadcast screen. |

Version: 0.3

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

### Pull Back

Use Pull Back to make changes to an order before it has been published. All routing will be removed from the order. You can make your changes, save and route to reinitiate the orders process. Once an order is published, the pull back function is invalid and you must modify the order.

### Modify

This is the same as an Amendment. You can select Modify from the Orders Specialist Menu. Make changes, save and route. Deleting the modification will only delete the modification and not the original order. You cannot modify a cancelled order or an order with a modification in process. Pay and allowance funds cannot be modified. Points Only/No Pay and No Points/No Pay cannot be modified. The order will have to be cancelled and a new application generated.

### Cancel

To cancel an order, select Cancel Application from the Order Specialist Menu. Cancel is the same as Revoke. The request for cancellation is routed onward for approval. (MilPay) An order must be published to cancel. You cannot have a modification in progress when canceling an order.